

## 2013 Juvenile Accountability Block Grant (JABG) Application Egrants Instructions

### How to Apply for a Grant

**An application is created in response to an open Funding Announcement and is how an agency applies for a grant from ICJI.**

#### Registration

Agencies must be registered in the Egrant system in order to be eligible to apply for funds. Agencies must also have specific individuals registered in the Egrant system to be assigned as the contact for the application. The registration is a three step process. If you, your agency or the individual who will complete the application has not registered for Egrants, please review more specific information below:

ICJI Registration home page: <http://www.in.gov/cji/3526.htm>

PDF Quick Start guide for getting started: [http://www.in.gov/cji/files/1Getting Started In Egrants System\(1\).pdf](http://www.in.gov/cji/files/1Getting%20Started%20In%20Egrants%20System(1).pdf)

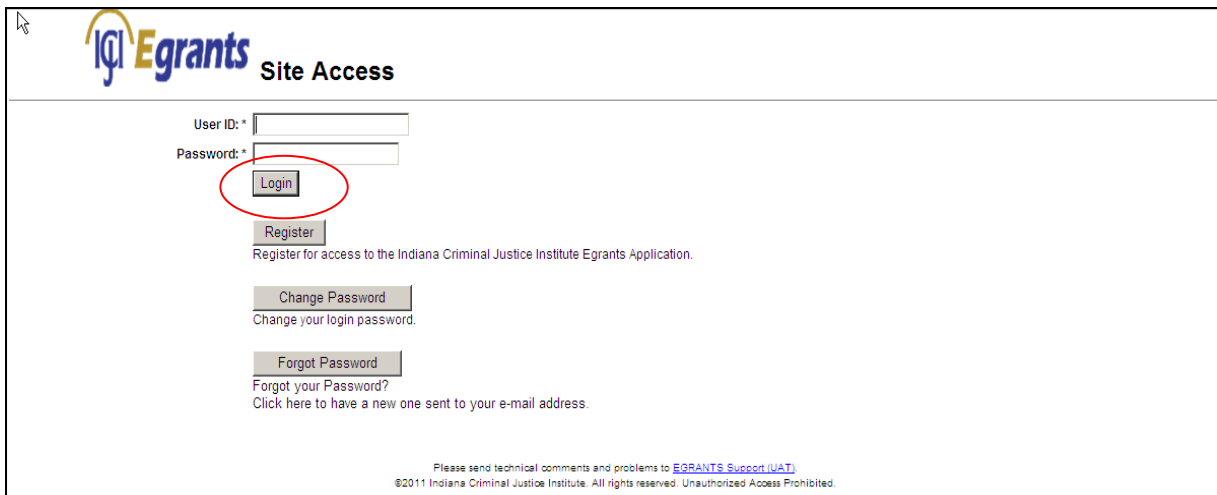
A note about Step 1: if your organization will have a different agency managing the fiscal aspects of the grant, both the applicant agency (Legal Applicant) and the fiscal agency will need to register for Egrants.

A note about Step 3: if you are the individual who will be completing the application and submitting online reporting, be sure to select the following roles: "Program Creator", "Fiscal Creator," and "Submission." If you are the fiscal agency contact, you will need "Fiscal Creator" and "Submission" rights as well as "Program Reader."

When registering for Egrants be sure to use the agency's full legal name.

#### Log-In


- 1) Go to the ICJI website at <http://www.in.gov/cji> and click on the Egrants link on the left hand side.
- 2) A screen entitled "Site Access" appears. Enter your "User ID" and "Password" that you selected when you registered and click on the "Login" button.



The screenshot shows the "Site Access" login page for the ICJI Egrants system. At the top left is the "ICJI Egrants" logo. Below it, the text "Site Access" is displayed. The login form consists of two input fields: "User ID: \*" and "Password: \*". Below the password field is a "Login" button, which is circled in red. Below the "Login" button are three other buttons: "Register", "Change Password", and "Forgot Password". Below the "Register" button is the text "Register for access to the Indiana Criminal Justice Institute Egrants Application." Below the "Change Password" button is the text "Change your login password." Below the "Forgot Password" button is the text "Forgot your Password? Click here to have a new one sent to your e-mail address." At the bottom of the page, there is a small line of text: "Please send technical comments and problems to [EGRANTS Support \(UAT\)](#). ©2011 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited."

## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

3) A “Welcome” screen appears after you have logged in.



Back Button will not take you back pages, instead use the application menus and controls.

System will time out at: 10:31:40 AM  
Remaining time: 19:54

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Welcome to ICJI Egrants!  
Please select a menu tab or prompt link to continue.

[CLICK HERE](#) To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report (Project Management tab).

[CLICK HERE](#) To create a new Application (or Concept Paper) in response to a Funding Announcement (Funding Announcement tab).

[CLICK HERE](#) To view any Alerts and/or Tasks assigned to you (Work Manager tab).

[CLICK HERE](#) To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county (User Management tab).

[CLICK HERE](#) To Subscribe to receive an email when new granting opportunities become available.

[CLICK HERE](#) To Unsubscribe from Email notifications when granting opportunities become available.

**Egrants**

Please send technical comments and problems to [EGRANTS Support \(JAT\)](#).  
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If you are accessing an existing grant project (application, continuation or modification) or creating or updating reports such as a periodic program report or a quarterly financial report, select and click on the **FIRST** hyperlink.

If you are creating a new application, in response to a funding announcement, select and click on the **SECOND** hyperlink.

4) Click on the second link to “Create a New Application”

5) Search or select the funding announcement you want to apply for.

\*\*\*To perform a basic search in the system, type the symbol “%” and this will pull up all funding announcements that are open in the agency.

## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

http://egrantsdm.cji.in.gov/base/FundingAnnouncement/FASummaryExternal.aspx

eGrants

System will time out at: 04:53:07 PM. Remaining time: 29:58

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | **Funding Announcement** | Project Management | Work Manager | Internal Menu

**FUNDING ANNOUNCEMENT SEARCH**

Search Criteria:

Funding Announcement Title:

Program Area: [All]

Funding Stream: [All]

Plan Year: [All]

Status: Open

Search

| Fund. Annc. Title                                 | Program Area   | Funding Stream                  | Amount Announced | Open Date  | Due Date  | Status |
|---|----------------|---------------------------------|------------------|------------|-----------|--------|
| 2013 Juvenile Accountability Block Grant          | Youth Services | 2010 JABG, 2011 JABG            | \$800,000.00     | 12/28/2012 | 1/25/2013 | Open   |
| 2013 Residential Substance Abuse Treatment (RSAT) | Drug and Crime | 2010 RSAT, 2011 RSAT, 2012 RSAT | \$337,558.00     | 12/8/2012  | 1/25/2013 | Open   |

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HttpRuntime.UnloadAppDomain()

System Debug Information Display

Hide Current User Information

Current User Information

Name Ms. Kim Snyder  
Agency Financial Creator, Agency Program Creator, Fiscal Manager, Fiscal Staff, Guest, IT Administration, IT Staff, PACS  
Roles Administrator, PACS Editor, PACS User, Program Chief, Program Manager, Program Monitoring Library Administrator, Program

Hide Database Information

Database Server Information

Database ICJL\_Egrants\_Demo  
Server IOTSQLQ67VWQ67VWQA

6) Click on the funding announcement title/ link you would like to apply for.

## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

System will time out at: 02:11:08 PM.  
Remaining time: 29:58

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) | [Internal Menu](#)

**FUNDING ANNOUNCEMENT SUMMARY**

**Funding Annc. Title:** 2013 Juvenile Accountability Block Grant  
**Year:** 2013  
**Program Area:** Youth Services  
**Funding Stream:** JABG, JABG  
**Funding Area:** Juvenile Accountability Block Grant  
**Release Date:** 12/28/2012  
**Due Date:** 1/25/2013  
**Concept Papers Required?** No  
**Competitive/Non-Competitive:** Competitive  
**Amount Announced:** 800,000.00  
**Status:** Open

**Program Contact Person:** [Ms. Kim Snyder](#)  
**Fiscal Contact Person:** [Ms. Kim Snyder](#)

**Summary:** JABG program is to reduce juvenile offending through supporting accountability-based programs that focus on offenders and state and local juvenile justice systems. Accountability means an assurance of facing individualized consequences through which juveniles are made aware of and held responsible for the loss, damage, or injury that the victim experiences. Accountability is best achieved through a system of graduated sanctions imposed according to the nature and severity of the offense, moving from limited interventions to more restrictive actions if the offender continues delinquent activities. For the juvenile justice system, strengthening the system requires an increased capacity to develop youth competence, to efficiently track juveniles through the system, and to provide enhanced options such as restitution, community service, victim-offender mediation, and other restorative justice sanctions that reinforce the mutual obligations of an accountability-based juvenile justice system.

You may view the Funding Announcement document [here](#).

Applicant Agency: Indiana Criminal Justice Institute

**Agency/Project responses for this Funding Announcement**

| Applicant Agency | Project ID           | Project Title                       |
|------------------|----------------------|-------------------------------------|
| Marion County    | <a href="#">1825</a> | 2013 JABG – Mentoring Program- TEST |
| Marion County    | <a href="#">1829</a> |                                     |
| Marion County    | <a href="#">1827</a> |                                     |
| Marion County    | <a href="#">1828</a> |                                     |

[Create New Application](#) [Back](#)

Please send technical comments and problems to [EGRANTS Support \(Dev\)](#).  
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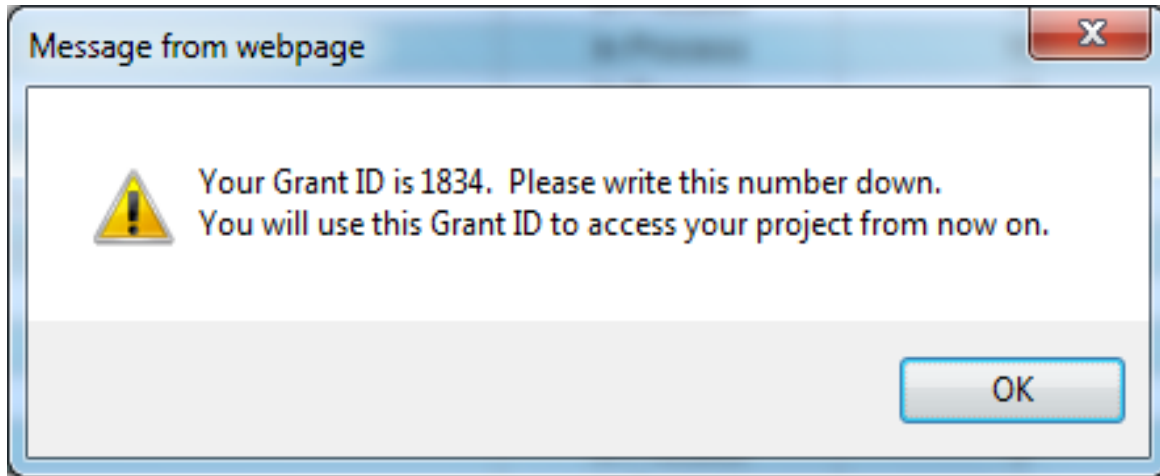
HtmlRuntime: UnloadAppDomain() System Debug Information Display

7) Click the “Create a New Application” button

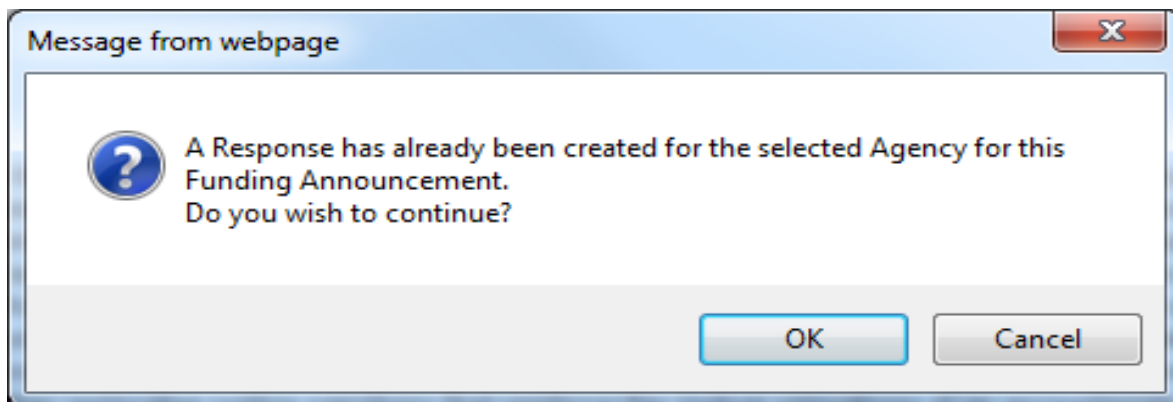


## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

- 8) Once an application has been created, a message box will appear in the middle of the screen with your assigned Grant ID number. Write down this number that is provided as it will become your grant number and identifier for editing your application later.



- a) If you have already started or created an application, a message box will appear letting you know that an application with the same Grant ID is already in progress. See Below:

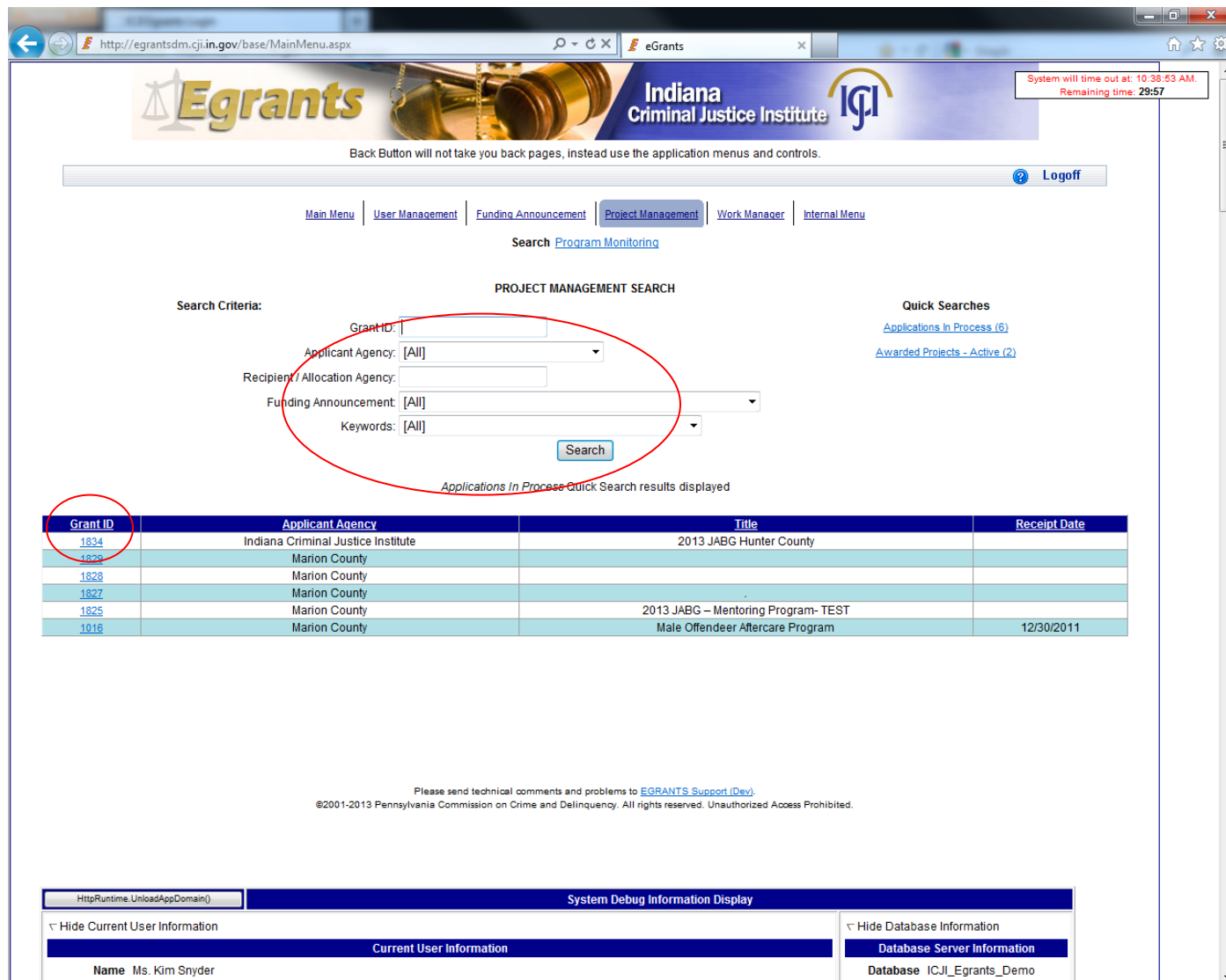


- b) You can submit multiple applications for a single funding announcement. Do NOT duplicate

Please NOTE: the system has assigned a Grant ID number to your application. It is important that you record this number so that if you log out of the system and return later to add more to the application you will pull up the application you previously began. Failure to enter the Grant ID number will result in another application being started for you with a new Grant ID number.

## 2013 Juvenile Accountability Block Grant (JABG) Application Egrants Instructions

To access an existing Grant Application, on the Main Menu, click on the first link. The link will take you to the next screen.



Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) | [Internal Menu](#)

Search [Program Monitoring](#)

**Search Criteria:**

**PROJECT MANAGEMENT SEARCH**

Grant ID:

Applicant Agency:

Recipient / Allocation Agency:

Funding Announcement:

Keywords:

[Applications In Process \(6\)](#)

[Awarded Projects - Active \(2\)](#)

*Applications In Process Quick Search results displayed*

| Grant ID | Applicant Agency                   | Title                               | Receipt Date |
|----------|------------------------------------|-------------------------------------|--------------|
| 1834     | Indiana Criminal Justice Institute | 2013 JABG Hunter County             |              |
| 1823     | Marion County                      |                                     |              |
| 1828     | Marion County                      |                                     |              |
| 1827     | Marion County                      |                                     |              |
| 1825     | Marion County                      | 2013 JABG - Mentoring Program- TEST |              |
| 1016     | Marion County                      | Male Offender Aftercare Program     | 12/30/2011   |

Please send technical comments and problems to [EGRANTS Support \(Dev\)](#).

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HttpRuntime.UnloadAppDomain()

**System Debug Information Display**

Hide Current User Information

**Current User Information**

Name Ms. Kim Snyder

Hide Database Information

**Database Server Information**

Database ICJI\_Egrants\_Demo

To find your grant application, you may type in your Grant ID number or use the other search methods listed. When the results are displayed find and click on your Grant ID number.

## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

The screenshot displays the Egrants web application interface. At the top, there is a navigation bar with the "Egrants" logo and the "Indiana Criminal Justice Institute" logo. A system message in the top right corner states: "System will time out at: 10:52:01 AM. Remaining time: 29:58". Below the navigation bar, a message reads: "Back Button will not take you back pages, instead use the application menus and controls." The main menu includes links for "Main Menu", "User Management", "Funding Announcement", "Project Management", "Work Manager", and "Internal Menu". The "Project Management" menu is expanded, showing "Project Monitoring", "Audit", "Fiscal Details", and "Reporting Requirements". The "Audit" link is highlighted. Below the menu, the "Grant ID: 1834" and "Status: Open - Draft" are displayed. The "Project Title: 2013 JABG Hunter County" and "Fund Announcement: 2013 Juvenile Accountability Block Grant" are also shown. The "PROJECT SUMMARY" section contains four links: "CLICK HERE To enter/update/view a Program, Fiscal, or Inventory Report for this grant (Monitoring menu item).", "CLICK HERE To view any Audit Information for this grant (Audit menu item).", "CLICK HERE To view the current financial information for this grant such as payments and funding sources (Fiscal Details menu item).", and "CLICK HERE To view the reporting requirements for this grant such as when fiscal reports are due (Reporting Requirements menu item).". Below this, a message says: "Select the document link to access the details (i.e. Budget, Main Summary, Contract report...)." A table with columns "Phase", "Documents", "Start - End Dates", and "Status" is shown. The first row has "1834" in the "Phase" column, "Create Project Modification Request (PMR)" in the "Documents" column, "4/1/2013 - 3/31/2014" in the "Start - End Dates" column, and "Open - Draft" in the "Status" column. The "Application" link in the "Documents" column is circled in red. Below the table is a "View Issues/Comments" button. At the bottom, there is a footer with technical information and a "System Debug Information Display" section showing "Current User Information" (Name: Ms. Kim Snyder) and "Database Server Information" (Database: ICJI\_Egrants\_Demo).

http://egrantsdm.cji.in.gov/base/ProjectManagement/SearchExternal.aspx

eGrants

System will time out at: 10:52:01 AM. Remaining time: 29:58

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager | Internal Menu

Project Monitoring | Audit | Fiscal Details | Reporting Requirements

Grant ID: 1834  
Status: Open - Draft

Project Title: 2013 JABG Hunter County  
Fund Announcement: 2013 Juvenile Accountability Block Grant

PROJECT SUMMARY

[CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).

[CLICK HERE](#) To view any Audit Information for this grant ([Audit](#) menu item).

[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).

[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due ([Reporting Requirements](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

| Phase  | Documents                                 | Start - End Dates    | Status       |
|--------|---|----------------------|--------------|
| 1834 : | Create Project Modification Request (PMR) |                      |              |
|        | <a href="#">Application</a>               | 4/1/2013 - 3/31/2014 | Open - Draft |

View Issues/Comments

Please send technical comments and problems to [EGRANTS Support \(Dev\)](#).  
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HttpRuntime.UnloadAppDomain()

System Debug Information Display

Hide Current User Information

Current User Information

Name Ms. Kim Snyder

Hide Database Information

Database Server Information

Database ICJI\_Egrants\_Demo

This screen shows you the Project Summary of your application. In the middle of the screen you will see a link that will take you to your existing application.

# 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

## Application Components

Through Egrants, you will provide ICJI with detailed information about your program that will be used to make funding decisions. With the exception of required attachments, please do not submit any other attachments. Please complete each section in the Egrants system. Text can and is encouraged to cut and paste from Word documents as Egrants does not have spell or grammar check along with saving a copy as a back up for your files in case anything happens to the system.

## Application Summary

This screen provides all of the details of the Application. Once you have your assigned grant ID number/grant number, a new screen will come up called the “Application Summary.” All of the components of the application are on this page. The “Main Summary Information” section will be highlighted as a blue link letting you know that this section needs to be filled out **first**. Once this section has been completed, the other sections of the application will become available for completion.

System will time out at: 02:19:40 PM. Remaining time: 29:58

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager | Internal Menu

Project Application | Monitoring | Audit | Fiscal Details | Reporting Requirements

Grant ID: 1834  
Status: Open - Draft

Project Title:  
Fund Announcement: [2013 Juvenile Accountability Block Grant](#)

APPLICATION SUMMARY

| Section Name                                       | Status     | Point Value | Last Update          |
|--|------------|-------------|----------------------|
| 2013 JB Cover Page                                 | In Process | 5           | 1/10/2013 1:43:29 PM |
| 2013 JABG New or Continuation Programs             | In Process | 5           | 1/10/2013 1:43:29 PM |
| 2013 JB Executive Summary                          | In Process | 5           | 1/10/2013 1:43:29 PM |
| 2013 JB Problem Statement, Goals, Objectives, Pfs  | In Process | 15          | 1/10/2013 1:43:29 PM |
| 2013 JB Implementation Plan                        | In Process | 15          | 1/10/2013 1:43:29 PM |
| 2013 JB Program Narrative and Needs Assessment     | In Process | 15          | 1/10/2013 1:43:29 PM |
| 2013 JB Sustainability/Future Funding Plan         | In Process | 5           | 1/10/2013 1:43:29 PM |
| 2013 JB Evaluation and Internal Assessment         | In Process | 15          | 1/10/2013 1:43:29 PM |
| 2013 JB Budget Narrative                           | In Process | 5           | 1/10/2013 1:43:29 PM |
| Budget Detail                                      | In Process | 5           | 1/10/2013 1:43:33 PM |
| 2013 JB Required Attachments                       | In Process | 5           | 1/10/2013 1:43:29 PM |
| Audit Requirements                                 | In Process | 0           | 1/10/2013 1:43:29 PM |
| Local Juvenile Crime Enforcement Coalition         | In Process | 0           | 1/10/2013 1:43:29 PM |
| 2013 JB Administrative Requirements and Assurances | In Process | 0           | 1/10/2013 1:43:29 PM |
| <a href="#">Main Summary Information</a>           | In Process | 0           | 1/10/2013 1:43:33 PM |
| Performance Indicators                             | In Process | 5           | 1/10/2013 1:43:29 PM |
| Recipient Agency Budget                            | In Process | 0           | 1/10/2013 1:43:29 PM |
| Federal Transparency Act Certification 2005 -FFA   | In Process | 0           | 1/10/2013 1:43:29 PM |

View Application | Preview Signature Page | Submit Application | Withdraw Application

View Issues/Comments

Please send technical comments and problems to [EGRANTS\\_Support \(Dev\)](#).  
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HttpRuntime.UnloadAppDomain() | System Debug Information Display

Hide Current User Information | Hide Database Information

# 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

## 1. Main Summary Section

The Main Summary page asks for information about your agency and the individuals responsible for the application and grant award. This is similar to the cover page of the current paper applications. On this page, there are many required fields (some will be designated with an asterisk “\*”) you will need to fill out. If you encounter problems or need clarification on what the questions are asking, please check the online help by clicking the floating HELP button.

Please note: when identifying individuals involved in this grant, you **cannot** list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in the agency while the project director will be overseeing project operations.

### A. Main Summary Section Instructions – Complete the section fully.

- I. The first items required are the “Short Project Title” and “Brief Project Description.” (These questions are located near the bottom of the page but must be completed first).
  - ✓ Enter the name of the project title. This can simply be the abbreviation for the project in which you are applying for, (example: 2013 JABG – Mentoring Program). **Note:** There is a 50- character limit.
  - ✓ Enter the project summary. This is a brief project description of the activities you will be conducting if awarded the grant. (Example: “This grant will support the statewide initiative of mentoring services in Indiana.”). **Note:** There is a 320 –character limit.

The screenshot displays the 'MAIN SUMMARY' page of the eGrants application system. The page is divided into several sections:

- Top Section:** Includes 'Section Point Value: 0', 'Completion Status: In Process', 'Created By: Ms. Kim Snyder', 'Last Update By: Ms. Kim Snyder', 'Created Date: 1/10/2013 1:43:29 PM', and 'Last Update Date: 1/10/2013 1:43:33 PM'. A system message in the top right corner states: 'System will time out at: 03:08:11 PM. Remaining time: 29:58'.
- Applicant Information:** Includes 'SubGrant ID: --', 'Applicant Agency: Indiana Criminal Justice Institute', 'FID #: 00-0000000', and 'Recipient Agency:'. Buttons for 'Change Applicant', 'Add Recipient', and 'Add Applicant as Recipient Agency' are present.
- Contact Information:** Includes fields for 'Project Director:', 'Financial Officer:', and 'Primary Contact:', each with a 'Details' link. Below these are 'Additional Contacts (0-PCCD)', 'Program Staff Contact: Ms. Kim Snyder', and 'Fiscal Contact: Ms. Kim Snyder'.
- Signatories:** A section titled 'Listing of Signatories' with an 'Add New Signatory' button and a table with columns 'Name' and 'Title'.
- Dates and Dates:** Includes 'Application Invitation Date:', 'Application Received Date:', 'Advisory Committee Meeting Date:', 'Commission Meeting Date:', 'Start Date:', 'End Date:', 'Signature Paper Received Date:', 'Returned Date:', 'Continuation Invitation Date:', 'Application Award Date:', 'Application Award Amount:', 'Notification of Award Date:', and 'Resubmitted Date:'.
- Project Details:** Includes 'Short Project Title:' (with a value of '2013 - Hunter County Accountability Program') and 'Brief Project Description:' (with a value of 'This grant will support the statewide initiative of accountability programs in Indiana.'). A red circle highlights these two fields.
- Keywords and Districts:** Includes 'School District' (Adams Central Comm.), 'Keywords' (Accountability), 'Senate District' (001), and 'State House District' (001). Buttons for 'Add School District', 'Add Senate District', and 'Add State House District' are present.
- Bottom Section:** Includes 'Save', 'Save And Continue Editing', 'Delete', and 'Back' buttons.

## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

- II. Directly above the project title and project summary section will be the “start” and “end” dates for the project. These dates will be the timeframe in which the program will take place. The JABG grant is a 12 month grant with a start date of April 1, 2013 through March 31, 2014. The date format required is 04/01/2013-03/31/2014.

**MAIN SUMMARY**

Section Point Value: 0  
Completion Status: In Process

Created By: Ms. Kim Snyder  
Last Update By: Ms. Kim Snyder

Created Date: 1/10/2013 1:43:29 PM  
Last Update Date: 1/10/2013 1:43:33 PM

SubGrant ID: --  
Applicant Agency: [Indiana Criminal Justice Institute](#)  
FID #: 00-0000000  
Recipient Agency:

Project Director: [Dropdown] Details Project Director not listed in dropdown?  
Financial Officer: [Dropdown] Details Financial Officer not listed in dropdown?  
Primary Contact: [Dropdown] Details Primary Contact not listed in dropdown?

[Additional Contacts \(0-PCCD\)](#)  
Program Staff Contact: [Ms. Kim Snyder](#)  
Fiscal Contact: [Ms. Kim Snyder](#)

Award Letter Received Date:

**Listing of Signatories**  
Add New Signatory

Application Invitation Date:  
Application Received Date:  
Advisory Committee Meeting Date:  
Commission Meeting Date:  
Signature Paper Received Date:  
Returned Date:

Continuation Invitation Date:  
Application Award Date:  
Application Award Amount:  
Notification of Award Date:  
Resubmitted Date:

Start Date: 04/1/2013  
End Date: 3/31/2014

Short Project Title: \* 2013 - Hunter County Accountability Program

Brief Project Description: \* This grant will support the statewide initiative of accountability programs in Indiana.  
(maximum 320 characters)

**School District**  
Adams Central Comm. [Dropdown] Add School District  
School District [Dropdown] Action

**Senate District**  
001 [Dropdown] Add Senate District  
Senate District [Dropdown] Action

**Keywords**  
Accountability [Dropdown] Add Keyword  
Keyword [Dropdown] Action

**State House District**  
001 [Dropdown] Add State House District  
State House District [Dropdown] Action

Save Save And Continue Editing Delete Back

## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

### III. Assign a Project Director, Financial Officer and Primary Contact for the project

- ✓ The Project Director and Primary Contact can be the same person. However the Project Director and Financial Officer **CANNOT** be the same person. They must be two separate users. Each project requires a minimum of two individuals to be registered into Egrants.
- ✓ The Financial Officer should be the individual responsible for control and reporting of the funds, such as you Auditor or Treasurer. The Financial Officer will likely be an employee of the Fiscal Agency and not the Applicant Agency (unless they are one in the same).

System will time out at: 03:27:40 PM. Remaining time: 29:58

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager | Internal Menu

Project Application Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 1834  
Status: Open - Draft

Project Title: 2013 JABG Hunter County  
Fund Announcement: 2013 Juvenile Accountability Block Grant

**MAIN SUMMARY**

Section Point Value: 0  
Completion Status: In Process

Created By: Ms. Kim Snyder  
Last Update By: Ms. Kim Snyder

Created Date: 1/10/2013 1:43:29 PM  
Last Update Date: 1/10/2013 2:44:42 PM

SubGrant ID: --  
Applicant Agency: Indiana Criminal Justice Institute  
FID #: 00-0000000  
Recipient Agency:

Project Director: Ms. Kim Snyder  
Financial Officer: Mr. David Gin  
Primary Contact: Ms. Kim Snyder

Additional Contacts (0-PCCD)

Program Staff Contact: Ms. Kim Snyder  
Fiscal Contact: Ms. Kim Snyder

Award Letter Received Date:

Listing of Signatories  
Add New Signatory

Application Invitation Date:  
Application Received Date:  
Advisory Committee Meeting Date:  
Commission Meeting Date:  
Signature Paper Received Date:  
Returned Date:

Continuation Invitation Date:  
Application Award Date:  
Application Award Amount:  
Notification of Award Date:  
Resubmitted Date:

Start Date: 4/1/2013  
End Date: 3/31/2014

Short Project Title: \* 2013 JABG Hunter County

Brief Project Description: \* This grant will support the statewide initiative of accountability programs in Indiana.  
(maximum 320 characters)

To select the Project Director, Financial Officer and Primary Contact, click on the dropdown arrow for each field.

Note: The Project Director, Financial Officer, and Primary Contact dropdown lists **only** contain the names of individuals who are *registered users* of the Egrants system and have security access to this grant.

- ❑ If the individual you wish to select does not appear in the dropdown list and is not a registered user, the individual must register with Egrants to obtain a user id and password and then obtain appropriate security to the grant.
- ❑ If an individual is already a registered user but does not appear in the list, they only need to obtain security access to the grant to appear in the list. They do NOT need to re-register.

**Also Note:** Egrants requires that the Project Director, Financial Officer and the Primary Contact be at least **two** different individuals. The Project Director can also be the Primary Contact or the Financial Officer can also be the Primary Contact, however, the Project Director and Financial Officer cannot be the same person.



## 2013 Juvenile Accountability Block Grant (JABG) Application Egrants Instructions

- IV. Next you will need to add the Recipient Agency (Implementing Agency) to the application. If the Applicant Agency and the Recipient Agency are **DIFFERENT**, you will want to click on the “Add Recipient” button to find the agency. If the Applicant Agency and Recipient Agency are the **SAME**, you will want to click on the “Add Applicant as Recipient Agency” button.

The screenshot displays the eGrants application interface for the 2013 JABG Hunter County project. The interface includes a navigation menu with links such as Main Menu, User Management, Funding Announcement, Project Management, Work Manager, and Internal Menu. The Project Management section is active, showing the Project Application Monitoring Audit Fiscal Details Reporting Requirements. The Grant ID is 1834, and the Status is Open - Draft. The Project Title is 2013 JABG Hunter County, and the Fund Announcement is 2013 Juvenile Accountability Block Grant. The MAIN SUMMARY section shows the Section Point Value as 0, Completion Status as In Process, and the Applicant Agency as Indiana Criminal Justice Institute. The Recipient Agency is currently blank. The Listing of Signatories section includes a table with columns for Name and Title, and a button to Add New Signatory. The Application Invitation Date is 4/1/2013, and the Continuation Invitation Date is 3/31/2014. The Application Award Date is 3/31/2014, and the Application Award Amount is 0. The Notification of Award Date is 3/31/2014, and the Resubmitted Date is 3/31/2014. The Award Letter Received Date is blank. The Short Project Title is 2013 JABG Hunter County, and the Brief Project Description is This grant will support the statewide initiative of accountability programs in Indiana.

System will time out at: 03:25:44 PM.  
Remaining time: 29:57

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager | Internal Menu

Project Application Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 1834  
Status: Open - Draft

Project Title: 2013 JABG Hunter County  
Fund Announcement: 2013 Juvenile Accountability Block Grant

MAIN SUMMARY

Section Point Value: 0  
Completion Status: In Process

Created By: Ms. Kim Snyder  
Last Update By: Ms. Kim Snyder

Created Date: 1/10/2013 1:43:29 PM  
Last Update Date: 1/10/2013 2:44:42 PM

SubGrant ID: --  
Applicant Agency: Indiana Criminal Justice Institute

FID #: 00-0000000  
Recipient Agency:

Change Applicant

Add Recipient

Add Applicant as Recipient Agency

Project Director: [Dropdown] Details Project Director not listed in dropdown?

Financial Officer: [Dropdown] Details Financial Officer not listed in dropdown?

Primary Contact: [Dropdown] Details Primary Contact not listed in dropdown?

Additional Contacts (0-PCCD)

Program Staff Contact: Ms. Kim Snyder  
Fiscal Contact: Ms. Kim Snyder

Award Letter Received Date:

Listing of Signatories

Add New Signatory

Name Title

Application Invitation Date:  
Application Received Date:  
Advisory Committee Meeting Date:  
Commission Meeting Date:  
Start Date: 4/1/2013  
Signature Paper Received Date:  
Returned Date:

Continuation Invitation Date:  
Application Award Date:  
Application Award Amount:  
Notification of Award Date:  
End Date: 3/31/2014  
Resubmitted Date:

Short Project Title: \* 2013 JABG Hunter County

Brief Project Description: \* This grant will support the statewide initiative of accountability programs in Indiana.  
(maximum 320 characters)

- V. You do **NOT** need to add signatories.



## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

- VI. Near the bottom of the page, select a keyword to identify the priority area of the application. You **MUST** select a Keyword for your application. Entering a keyword will enhance future search capabilities.
- VII. Enter in your house and senate districts. The school district does not need to be identified. For help in identifying the appropriate district, please visit: <http://www.in.gov/legislative/index.htm>.

**\*\*While this step is not required, it is helpful to have this information, if available. If your organization crosses districts, you may either select one or leave this section blank.**

The screenshot shows the eGrants application interface. At the top, the browser address bar displays the URL: <http://egrantsdm.cji.in.gov/base/ProjectManagement/Application/MainSummary.aspx>. The page header includes the eGrants logo and a system timeout warning: "System will time out at: 03:29:43 PM. Remaining time: 29:58".

The form is divided into several sections:

- Section Point Value:** 0
- Completion Status:** In Process
- Created By:** Ms. Kim Snyder
- Last Update By:** Ms. Kim Snyder
- Created Date:** 1/10/2013 1:43:29 PM
- Last Update Date:** 1/10/2013 2:44:42 PM

Below these fields, there are buttons for "Change Applicant" and "Add Recipient".

The **Applicant Agency** is "Indiana Criminal Justice Institute" with FID #: 00-0000000. The **Recipient Agency** is also "Indiana Criminal Justice Institute".

**Project Director:** Ms. Kim Snyder (Details link). A note indicates "Project Director not listed in dropdown?".

**Financial Officer:** Mr. David Gin (Details link). A note indicates "Financial Officer not listed in dropdown?".

**Primary Contact:** Ms. Kim Snyder (Details link). A note indicates "Primary Contact not listed in dropdown?".

There is a link for "Additional Contacts (0-PCCD)".

**Program Staff Contact:** Ms. Kim Snyder

**Fiscal Contact:** Ms. Kim Snyder

**Award Letter Received Date:**

**Listing of Signatories:** Add New Signatory

**Application Invitation Date:**

**Application Received Date:**

**Advisory Committee Meeting Date:**

**Commission Meeting Date:**

**Start Date:** 04/01/2013

**Signature Paper Received Date:**

**Returned Date:**

**Continuation Invitation Date:**

**Application Award Date:**

**Application Award Amount:**

**Notification of Award Date:**

**End Date:** 03/31/2014

**Resubmitted Date:**

**Short Project Title:** \* 2013 JABG Hunter County

**Brief Project Description:** \* This grant will support the statewide initiative of accountability programs in Indiana. (maximum 320 characters)

**School District:** Adams Central Comm. (Add School District button)

**Keywords:** Accountability (Add Keyword button)

**Senate District:** 001 (Add Senate District button)

**State House District:** 001 (Add State House District button)

At the bottom, there are buttons for "Save", "Save And Continue Editing", "Delete", and "Back".

Footer text: "Please send technical comments and problems to [EGRANTS Support \(Dev\)](#). ©2001-2013 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited."

## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

- VIII. Once all information has been added to the Main Summary page, change the Completion Status (at the top of the page) from “in Process” to “Complete” and click the “Save” button at the bottom of the page.
- IX. After the Main Summary page has been saved the rest of the application will be become available to complete.

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) | [Internal Menu](#)

[Project](#) [Application](#) [Monitoring](#) [Audit](#) [Fiscal Details](#) [Reporting Requirements](#)

Grant ID: 1834  
Status: Open - Draft

Project Title: 2013 JABG Hunter County  
Fund Announcement: [2013 Juvenile Accountability Block Grant](#)

**MAIN SUMMARY**

Section Point Value: 0  
Completion Status: **Complete**  
SubGrant ID: --

Applicant Agency: [Indiana Criminal Justice Institute](#)  
FID #: 00-0000000  
Recipient Agency: [Indiana Criminal Justice Institute](#)

Project Director: Ms. Kim Snyder [Details](#) Project Director not listed in dropdown?  
Financial Officer: Mr. David Gin [Details](#) Financial Officer not listed in dropdown?  
Primary Contact: Ms. Kim Snyder [Details](#) Primary Contact not listed in dropdown?

[Additional Contacts \(0-PCCD\)](#)

Program Staff Contact: [Ms. Kim Snyder](#)  
Fiscal Contact: [Ms. Kim Snyder](#)

Award Letter Received Date:

**Listing of Signatories**  
[Add New Signatory](#)

| Name | Title |
|------|-------|
|      |       |

Application Invitation Date:  
Application Received Date:  
Advisory Committee Meeting Date:  
Commission Meeting Date:  
Start Date: 4/1/2013  
Signature Paper Received Date:  
Returned Date:

Continuation Invitation Date:  
Application Award Date:  
Application Award Amount:  
Notification of Award Date:  
End Date: 3/31/2014  
Resubmitted Date:

Short Project Title: \* 2013 JABG Hunter County

Brief Project Description: \* This grant will support the statewide initiative of accountability programs in Indiana.  
(maximum 320 characters)

\*\*\*\*If you need to make changes to the Main Summary page once you have changed the completion status to Complete and have saved the information, you will need to go back into the Main Summary page and change the status back to “In Process” and save.

In order to submit an application all sections in the application must be set to “complete”. Once you have this section completed, you will be returned to the “Application Summary” page to complete the remaining sections as they will become open once “Main Summary” has been completed.

## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

### Application Summary Screen:

Once the Main Summary Page has been completed and has been saved, you will be taken back to the Application Summary Screen where the additional sections are enabled. Select each hyperlink and complete the requested information.

The screenshot shows the Egrants web application interface. At the top, there is a header with the Egrants logo, Indiana Criminal Justice Institute (ICJI) logo, and a system timeout warning: "System will time out at: 03:38:37 PM. Remaining time: 29:58". Below the header, a navigation bar includes links for Main Menu, User Management, Funding Announcement, Project Management (selected), Work Manager, and Internal Menu. A secondary navigation bar lists Project, Application, Monitoring, Audit, Fiscal Details, Reporting, and Requirements. The main content area displays the Grant ID: 1834, Status: Open - Draft, Project Title: 2013 JAGB Hunter County, and Fund Announcement: 2013 Juvenile Accountability Block Grant. The central section is titled "APPLICATION SUMMARY" and contains a table with the following data:


| Section Name   | Status     | Point Value | Last Update          |
|--|------------|-------------|----------------------|
| <a href="#">2013 JB Cover Page</a>                                 | In Process | 5           | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JAGB New or Continuation Programs</a>             | In Process | 5           | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JB Executive Summary</a>                          | In Process | 5           | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JB Problem Statement, Goals, Objectives, P's</a>  | In Process | 15          | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JB Implementation Plan</a>                        | In Process | 15          | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JB Program Narrative and Needs Assessment</a>     | In Process | 15          | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JB Sustainability/Future Funding Plan</a>         | In Process | 5           | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JB Evaluation and Internal Assessment</a>         | In Process | 15          | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JB Budget Narrative</a>                           | In Process | 5           | 1/10/2013 1:43:29 PM |
| <a href="#">Budget Detail</a>                                      | In Process | 5           | 1/10/2013 3:00:37 PM |
| <a href="#">2013 JB Required Attachments</a>                       | In Process | 5           | 1/10/2013 1:43:29 PM |
| <a href="#">Audit Requirements</a>                                 | In Process | 0           | 1/10/2013 1:43:29 PM |
| <a href="#">Local Juvenile Crime Enforcement Coalition</a>         | In Process | 0           | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JB Administrative Requirements and Assurances</a> | In Process | 0           | 1/10/2013 1:43:29 PM |
| <a href="#">Main Summary Information</a>                           | Complete   | 0           | 1/10/2013 3:05:19 PM |
| <a href="#">Performance Indicators</a>                             | In Process | 5           | 1/10/2013 1:43:29 PM |
| <a href="#">Recipient Agency Budget</a>                            | In Process | 0           | 1/10/2013 1:43:29 PM |
| <a href="#">Federal Transparency Act Certification 2006-FFA</a>    | In Process | 0           | 1/10/2013 1:43:29 PM |

Below the table, there are buttons for "View Application", "Preview Signature Page", "Submit Application", "Withdraw Application", and "View Issues/Comments". At the bottom, there is a footer with contact information for EGRANTS Support/Dev and a copyright notice for the Pennsylvania Commission on Crime and Delinquency. A "System Debug Information Display" panel is visible at the very bottom, showing options to hide current user information and database information.

The Four Sections that are circled in RED: Summary, Budget, Performance Indicators, and Recipient Agency Budget are the sections that are automatically configured in the system and can not be changed but will need to be completed before the application can be submitted.

## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

### 1. Cover Page – 5pts

**In each section of the application some question may require a response. This is designated by a “hammer” sign . \*\*\*If a response is required but no response is needed, you will just need to enter “N/A”.**

- A. Type of Organization – The type of organization for the legal applicant and the implementing agency.
- B. Geographical Area – Describe the geographical area that the project serves. The primary status of juvenile that will be served under the project.
- C. New or Continuation Project – If it’s continuation project, state the previous ICJI grant number and the total number of years of previous federal support.
- D. Purpose Areas/Activity Areas - Pick from the drop-down list the purpose area the program falls under.

Select ONLY ONE activity area that your program will fall under if awarded. The selected activity area should match the select priority area. Additional information can be obtained at the Office of Juvenile Justice and Delinquency Prevention’s website, <https://www.ojjdp-dctat.org> or ICJI’s website, under the Youth Division page, <http://www.in.gov/cji/2692.htm> for an in depth breakdown of each purpose area and the mandatory reporting requirements for each.

- I. **Information Sharing:** establishing and maintaining interagency information-sharing programs that enable the juvenile and criminal justice systems, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts
  - II. **Accountability:** establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies
  - III. **Risk and Needs Assessment:** establishing and maintaining programs to conduct risk and needs assessments of juvenile offenders that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to juvenile offenders
  - IV. **School Safety:** establishing and maintaining accountability-based programs that are designed to enhance school safety, which programs may include research-based bullying, cyber bullying, and gang prevention programs
  - V. **Restorative Justice:** establishing and maintaining restorative justice programs
  - VI. **Juvenile Courts and Probation:** establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism
- E. What kind of evidence-base program are you implementing
  - F. Provide the agency’s DUNS #.
  - G. Change the “Completion Status” from “In Process” to “Complete” and click on the “save” button.

## 2013 Juvenile Accountability Block Grant (JABG) Application Egrants Instructions

### 2. New/Continuation Programs

#### Section Questions(s)

- a) Is this a new program or a continuation program?
- b) If the program is a continuation, give an overview of how the program has met objectives during the past grant period and describe the resulting impact.
- c) If a continuation program, provide the previous ICJI grant number.
- d) If a continuation, provide the total number of years of previous federal support.

The screenshot shows the Egrants application interface for the 2013 JABG Hunter County project. The browser address bar shows the URL: <http://egrantsdm.cji.in.gov/base/ProjectManagement/Application/APMainSectionSumm>. The page header includes the Egrants logo, the Indiana Criminal Justice Institute (ICJI) logo, and a system timeout warning: "System will time out at: 11:09:43 AM. Remaining time: 29:56". Below the header, a navigation menu includes links for Main Menu, User Management, Funding Announcement, Project Management (selected), Work Manager, and Internal Menu. A secondary menu includes Project, Application, Monitoring, Audit, Fiscal Details, and Reporting Requirements. The main content area displays the following information:

- Grant ID: 1834
- Status: Open - Draft
- Project Title: 2013 JABG Hunter County
- Fund Announcement: [2013 Juvenile Accountability Block Grant](#)

The section is titled "2013 JABG NEW OR CONTINUATION PROGRAMS". It includes a "Section Point Value: 5" and a "Completion Status" dropdown menu set to "In Process". The "Created By" and "Last Update By" are both listed as Ms. Kim Snyder, with a "Created Date" and "Last Update Date" of 1/10/2013 1:43:29 PM.

The first question is "1. Is this a new or continuation program?". It has two radio button options: "Continuation" and "New". The "Continuation" option is selected. Below this, question 1.1 asks for an overview of how the program has met objectives during the past grant period and describe the resulting impact. It includes a text area for the response and a help icon. Question 1.2 asks for the previous ICJI Grant number if the grant is a continuation program. It includes a text input field and a help icon. Question 1.3 asks for the total number of years of previous federal funding support if the grant is a continuation program. It includes a text input field and a help icon.

At the bottom of the form, there are four buttons: "View History", "Save", "Save And Continue Editing", and "Return to Project Summary". Below the buttons, there is a footer with the text: "Please send technical comments and problems to [EGRANTS.Support@Dev](#). ©2001-2013 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited."

- e) Change the Completion Status from "In Process" to "Complete"

## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

### 3. Executive Summary

The Executive Summary is the first thing read, last thing written and summarizes all of the elements of the grant application by describing an overview of the scope of the project; states the problem(s) or need(s); describes the goal, objectives, and outcomes to be gained; states the total cost of the project; and summarizes each major section of the proposal.

The screenshot displays the Egrants web application interface. At the top, there is a header with the 'Egrants' logo and 'Indiana Criminal Justice Institute' branding. A system timeout message in the top right corner states: 'System will time out at: 11:10:27 AM. Remaining time: 29:55'. Below the header, a navigation bar includes links for 'Main Menu', 'User Management', 'Funding Announcement', 'Project Management' (which is highlighted), 'Work Manager', and 'Internal Menu'. A secondary navigation bar lists 'Project', 'Application', 'Monitoring', 'Audit', 'Fiscal Details', and 'Reporting Requirements'. The main content area shows 'Grant ID: 1834' and 'Status: Open - Draft'. To the right, it displays 'Project Title: 2013 JABG Hunter County' and 'Fund Announcement: 2013 Juvenile Accountability Block Grant'. The section title is '2013 JB EXECUTIVE SUMMARY'. Below this, there are fields for 'Section Point Value: 5' and 'Completion Status: In Process'. It also shows 'Created By: Ms. Kim Snyder', 'Last Update By: Ms. Kim Snyder', 'Created Date: 1/10/2013 1:43:29 PM', and 'Last Update Date: 1/10/2013 1:43:29 PM'. A text area for the executive summary is present, with a placeholder text: '1. Executive Summary: The Executive Summary is to summarize the following: 1.) Program Narrative and Needs Assessment 2.) Problem Statement, Goals, Objectives and Performance Indicators 3.) Implementation Plan 4.) Sustainability/Future Funding Plan 5.) Evaluation and Internal Assessment 6.) Budget Detail Worksheet and Budget Narrative'. At the bottom of the form, there are buttons for 'View History', 'Save', 'Save And Continue Editing', and 'Return to Project Summary'. The footer contains a disclaimer: 'Please send technical comments and problems to EGRANTS Support (Dev). ©2001-2013 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.' and a 'System Debug Information Display' section with tabs for 'Current User Information' (showing Name: Ms. Kim Snyder) and 'Database Server Information' (showing Database: ICJI\_Egrants\_Demo).

a) Change the "Completion Status" to "Complete" and Save.

#### **4. 2013 JB PROBLEM STATEMENT, GOALS, OBJECTIVES, PI'S**

##### **Problem Statement**

###### Section Question(s)

State the problem in which your proposed program seeks to alleviate. A problem Statement should be no more than three sentences long. The problem statement must make a clear, concise and evidence-supported statement of the problem you are addressing and wanting to solve. The problem will clearly define the problem as it exists in the community.

##### **Problem Statement Section Scoring**

- ✓ Is the problem statement succinct and concise?
- ✓ Does the reader feel they have a complete understanding of the problem?
- ✓ Does the reader feel they have an understanding of the problem's impact(s)?

##### **Goal Statement**

###### Section Question(s)

A goal statement is a broad statement of what you would like to accomplish. Goals are broad, general, intangible, and abstract. A goal is really about the final impact or outcome that you wish to bring about. The goal statement should clearly and directly tie to your problem statement the goal statement should only be a few sentences. Grantees must collect data to measure progress on achieving the goals and must report progress on achieving each goal in the quarterly program reports. Refer to the Performance Measures based on your purpose/activity area when developing the Goals.

##### **Goal Section Scoring**

- ✓ Is the goal succinct and concise?
- ✓ Does the reader feel they have a complete understanding of the program's goals(s)

##### **Program Objectives and Output Measures**

###### Section Question(s)

- ✓ Each Objective indicated must be directly related to the state Goal. Include dates when objective(s) will be reached, dates when objective(s) will be measured, and include valid indicator(s) of reaching the milestone. Objectives(s) must be measurable, attainable and realistic by identifying what will change, when and by how much (be sure to include a baseline number).

##### **Program Objectives and Output Measures Scoring Section**

- ✓ Are the objectives provided SMART (Specific, Measurable, Attainable, Realistic and Timely)?



## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

- ✓ Do the objectives provided directly relate to the stated problem and program description?

### Performance Indicators

There are mandatory performance measures on which each grantee must report on when they are awarded the grant. In this section you will need to go the Grant Guidebook and find the performance measures for your “Activity Area/Purpose Area” and list the performance indicators.

The screenshot shows the eGrants application interface in a Firefox browser. The address bar displays the URL: <https://egrants.cjii.in.gov/Base/FundingAnnouncement/ProjectSections.aspx>. The page title is "State of Indiana (US)". The browser's address bar shows the URL. The page has a navigation menu with links: User Management, Funding Announcement (selected), Project Management, Portfolio Management, Work Manager, Audits, Maintenance, Contacts, Reporting, and External Menu. Below the navigation menu, there are links: Summary, Monitoring, Fund Streams, Project Reviews, Sections, FA Reviews, Recipients, and Project Monitoring Search. The main content area displays the "PROJECT SECTION DETAIL" for the "2013 JB Problem Statement, Goals, Objectives, PI's". The "Section Name" is "2013 JB Problem Statement, Goals, Objectives, PI's" and the "Point Value" is "15 /100". The "Completion Status" is "Configured", "Last Updated By" is "Ms. Kim Snyder", and "Last Updated On" is "1/8/2013 8:29:23 AM". The "Program Area" is "Youth Services" and the "Due Date" is "1/25/2013". The "Allow Attachments" section has radio buttons for "Yes" (selected) and "No". The "Maximum Size per file (in MB):" is "15 /100". The "Documents Included:" section has checkboxes for "Application" (checked) and "Continuations" (checked). The "1. Problem Statement, Goals, Objectives and Performance Indicators" section contains instructions and numbered prompts: 1.1. Please provide a Problem Statement that is a one to two sentence brief description of the specific problem that has been identified. 1.2. Please provide the goal(s) of your program. You should provide a clear and concise statement that is realistic, understandable, measurable and related to the Needs Assessment and Project Description. 1.3. Objective(s) should be SMART: Specific (Who, Target Population) and What (Action/Activity) Measurable (How much change is expected) Accountable (Realistic to accomplish) Realistic (Address the scope of the plan and proposes reasonable action steps) and; Time-Bound (A timeline is given indicating when the objective will be met). 1.3.1. Objectives: Each Objective indicated must be directly related to the state Goal. Include dates when objective(s) will be reached, dates when objective(s) will be measured, and include valid indicator(s) of reaching the milestone. Objectives(s) must be measurable, attainable and realistic by identifying what will change, when and by how much (be sure to include a baseline number). 1.4. Performance Indicators: Each Performance Indicator must be directly related to the stated Goal and the sources of data to be collected identified.

- a) Change the “Completion Status” to” Complete” and Save.



## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

### \*\*\*Performance Indicators Section\*\*\*

http://egrantsdm.cj.i.in.gov/base/ProjectManagement/Project/PRMainSectionSummary.eGrants eGrants



Indiana Criminal Justice Institute IGI

System will time out at: 11:38:38 AM  
Remaining time: 29:58

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager | Internal Menu

Project Application Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 1834  
Status: Open - Draft

Project Title: 2013 JABG Hunter County  
Fund Announcement: 2013 Juvenile Accountability Block Grant

APPLICATION SUMMARY

| Section Name   | Status     | Point Value | Last Update          |
|--|------------|-------------|----------------------|
| <a href="#">2013 JB Cover Page</a>                                 | In Process | 5           | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JABG New or Continuation Programs</a>             | In Process | 5           | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JB Executive Summary</a>                          | In Process | 5           | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JB Problem Statement, Goals, Objectives, P's</a>  | In Process | 15          | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JB Implementation Plan</a>                        | In Process | 15          | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JB Program Narrative and Needs Assessment</a>     | In Process | 15          | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JB Sustainability/Future Funding Plan</a>         | In Process | 5           | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JB Evaluation and Internal Assessment</a>         | In Process | 15          | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JB Budget Narrative</a>                           | In Process | 5           | 1/10/2013 1:43:29 PM |
| <a href="#">Budget Detail</a>                                      | In Process | 5           | 1/10/2013 3:00:37 PM |
| <a href="#">2013 JB Required Attachments</a>                       | In Process | 5           | 1/10/2013 1:43:29 PM |
| <a href="#">Audit Requirements</a>                                 | In Process | 0           | 1/10/2013 1:43:29 PM |
| <a href="#">Local Juvenile Crime Enforcement Coalition</a>         | In Process | 0           | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JB Administrative Requirements and Assurances</a> | In Process | 0           | 1/10/2013 1:43:29 PM |
| <a href="#">Main Summary Information</a>                           | Complete   | 0           | 1/10/2013 3:05:19 PM |
| <a href="#">Performance Indicators</a>                             | In Process | 5           | 1/10/2013 1:43:29 PM |
| <a href="#">Recipient Agency Budget</a>                            | In Process | 0           | 1/10/2013 1:43:29 PM |
| <a href="#">Federal Transparency Act Certification 2006-FFA</a>    | In Process | 0           | 1/10/2013 1:43:29 PM |

View Application

Preview Signature Page

Submit Application

Withdraw Application

View Issues/Comments

Please send technical comments and problems to [EGRANTS Support \(Dev\)](#).  
©2001-2013 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.

HttpRuntime.UnloadAppDomain()

System Debug Information Display

Hide Current User Information

Hide Database Information

## 2013 Juvenile Accountability Block Grant (JABG) Application Egrants Instructions

On the Application Summary page, there is a link for the Performance Indicators only. There is nothing to add to this section of the application.

a) Change the "Completion Status" to "Complete" and Save.

The screenshot displays the Egrants application interface. At the top, there is a navigation bar with the Egrants logo and the Indiana Criminal Justice Institute (ICJI) logo. A system timeout message in the top right corner states: "System will time out at: 11:41:41 AM. Remaining time: 29:58". Below the navigation bar, a message reads: "Back Button will not take you back pages, instead use the application menus and controls." The main content area shows the "Project Management" menu selected. The project details are as follows:

- Grant ID: 1834
- Status: Open - Draft
- Project Title: 2013 JABG Hunter County
- Fund Announcement: [2013 Juvenile Accountability Block Grant](#)

The "PERFORMANCE INDICATORS" section is active. It displays the following information:

- Section Point Value: 5
- Completion Status: **In Process** (highlighted with a red circle)
- Created By: Ms. Kim Snyder
- Last Update By: Ms. Kim Snyder
- Created Date: 1/10/2013 1:43:29 PM
- Last Update Date: 1/10/2013 1:43:29 PM

Below this information, there is a "Project Phase Target" section with two items:

1. Established by PCCD
2. Established by Subgrantee

At the bottom of the main content area, there is a button labeled "Add New Performance Indicator". Below this, there are four buttons: "View History", "Save", "Save And Continue Editing", and "Return to Project Summary".

At the very bottom, there is a "System Debug Information Display" section. It contains two expandable/collapsible sections:

- Current User Information**: Name Ms. Kim Snyder
- Database Server Information**: Database ICJI\_Egrants\_Demo

Small text at the bottom of the page reads: "Please send technical comments and problems to [EGRANTS Support \(Dev\)](#). ©2001-2013 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited."

## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

### 5. Implementation Plan

An implementation plan is needed no matter whether your proposed project is new or a continuation of an existing project. Applicants need to provide a brief concise description of the format and methodology to be used in the program. It is crucial that the overall organization of the project and the relationship of different program components be clearly describe. Different program activities should be linked to one another and all should seek to achieve the overall program goal describe in the Goal sections. In short, this section should clearly describe “who, what, when, where, and how” of the project’s operations.

#### Section Questions

This section is a grid where you will need to “Add Rows” by clicking on the Green Plus sign.

- a) **Action Step** – This is a statement of what activity is to be completed.
- b) **Who’s Responsible** – This identifies who is specifically responsible for accomplishing the *Action Step*.
- c) **Timeline** – This is a listing of a begin date and end date for this particular *Action Step*. The *Timeline* should be realistic and attainable.
- d) **Projected Resources Needed** – This includes a listing of specific items that are needed to complete the *Action Step*.

The screenshot displays the Egrants application interface. At the top, there is a navigation bar with the Egrants logo and the Indiana Criminal Justice Institute (ICJI) logo. Below the navigation bar, there is a section for the current project, titled "2013 JB IMPLEMENTATION PLAN". This section includes fields for "Section Point Value" (15), "Completion Status" (In Process), "Created By" (Ms. Kim Snyder), "Last Update By" (Ms. Kim Snyder), "Created Date" (1/10/2013 1:43:29 PM), and "Last Update Date" (1/10/2013 1:43:29 PM). Below this, there is a table with columns: ID, Implementation Task, Person(s) Responsible, Timeline, and Projected Resources Needed. A green plus sign icon is visible next to the "Add Row" button. Below the table, there is a section for "File Attachment Documents" with buttons for "View History", "Add Attachment", "Save", "Save And Continue Editing", and "Return to Project Summary". At the bottom, there is a "System Debug Information Display" section with tabs for "Current User Information" (Name: Ms. Kim Snyder) and "Database Server Information" (Database: ICJI\_Egrants\_Demo).

- e) Change the “Completion Status” to” Complete” and Save.

## 6. Program Narrative/Needs Assessment

This section should include a detailed description of the proposed project and details on how the program will work. The Needs Assessment is the foundation of your proposal. It should explain the problem and provide documentation to indicate that there is truly a problem. Keep the problem narrowly defined and make sure that you establish a logical connection between your organization and the problem to be solved. It is important to describe how the funding for this project would alleviate the problem.

### Section Question(s)

Below are the questions that should describe the proposed program:

- 1st.** How will the program will alleviate the state problem,
- 2nd.** Specify and describe the target population(s) that will be impacted by the implemented program?
- 3rd.** Identify community partners involved with implementing or coordinating the program, and describe their role in the program.
- 4th.** The Needs Assessment must clearly identify and describe how the problem was determined and what relevant local facts, statistics and data was used to establish the program and how JABG funding will alleviate the problem.

Data and information for juvenile justice needs and crime problems should be included as part of your statement. Additionally describe existing gaps in community resources and how the gap was identified. Explain what need is created by this gap in services/programs.

Continuation Programs – Give an overview of how the program has met created objectives during the past grant period and describes the resulting impact. Describe the program’s activities and accomplishments to date.

- A. Has the original goals and objectives been revised? If so, describe the revised goals and measurable objectives, including what changes will be made in the continuation of this project.
- B. Explain the issues that prevented the successful completion of the outcome goal(s).
- C. Change the “Completion Status” to” Complete” and Save.

## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

The screenshot shows the Egrants application interface. At the top, there is a header with the Egrants logo, the Indiana Criminal Justice Institute (ICJI) logo, and a system timeout warning: "System will time out at: 12:07:53 PM. Remaining time: 29:58". Below the header, a navigation bar includes links for Main Menu, User Management, Funding Announcement, Project Management (selected), Work Manager, and Internal Menu. A secondary navigation bar includes links for Project, Application, Monitoring, Audit, Fiscal Details, Reporting, and Requirements. The main content area displays the following information:

- Grant ID: 1834
- Status: Open - Draft
- Project Title: 2013 JAGB Hunter County
- Fund Announcement: [2013 Juvenile Accountability Block Grant](#)

The section is titled "2013 JB PROGRAM NARRATIVE AND NEEDS ASSESSMENT". It includes the following details:

- Section Point Value: 15
- Completion Status: In Process
- Created By: Ms. Kim Snyder
- Last Update By: Ms. Kim Snyder
- Created Date: 1/10/2013 1:43:29 PM
- Last Update Date: 1/10/2013 1:43:29 PM

There are two numbered prompts for the user to provide information:

1. Provide a description of the proposed project and details on how the program will work.
2. Clearly identify and describe how the problem was determined and what relevant local facts, statistics and data was used to establish the program and how JAGB funding will alleviate the problem. Data and information for juvenile justice needs and crime problems should be included as part of your statement. Additionally describe existing gaps in the community resources and how the gap was identified. Explain what need is created by this gap in services/programs.

Below the prompts are four buttons: View History, Save, Save And Continue Editing, and Return to Project Summary.

At the bottom, there is a footer with the following text:

Please send technical comments and problems to [EGRANTS Support \(Dev\)](#).  
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The bottom of the page features a "System Debug Information Display" section with two expandable panels:

- Hide Current User Information: Current User Information, Name Ms. Kim Snyder
- Hide Database Information: Database Server Information, Database ICJI\_Egrants\_Demo

### Program Narrative/Needs Assessment Section Scoring

- ✓ Did the grantee provide a detailed description of the full program to be implemented?
- ✓ Did the grantee clearly identify and describe how the issue/problem described in the problem statement was discovered and to be addressed?
- ✓ Did the grantee identify the partners involved in implementing or coordinating the program and include a description of their role in the program?
- ✓ Did the grantee provide numeric data, statistics, and other relevant facts that demonstrate that there is a problem?
- ✓ Did the applicant describe why the identified problem is an issue for the community?

## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

### 7. Sustainability/Future Funding Plan

All applicants must describe its strategy for obtaining permanent financial support and provide a plan for the project at the conclusion of federal funding. The description must include the source of additional funding that helps maintain the level of services. This should include a description of existing local financial and volunteer support for the project and applicant's plan for involving other local organizations and individuals in acquiring permanent funding. Updates on obtaining permanent financial support will be required reports.

#### Section Questions

- Describe the amount and source of match funds.
- An estimated funding plan of r subsequent years, if applicable, including an estimated total length of time federal funding will be required for the project.
- Respond to the question, "What will be the future of this project if federal funding is not available e for the project after this grant cycle?"
- \*\*\*Applying for additional grants is not considered an adequate sustainability plan.
- Change the "Completion Status" to "Complete" and Save.

The screenshot shows the Egrants application interface for the 2013 JAGB Hunter County project. The browser address bar shows the URL: <http://egrantsdm.cjlin.gov/base/ProjectManagement/Application/APMainSectionSumm>. The page header includes the Egrants logo, the Indiana Criminal Justice Institute (ICJI) logo, and a system timeout warning: "System will time out at: 12:08:37 PM. Remaining time: 29:58".

The navigation menu includes: Main Menu, User Management, Funding Announcement, Project Management, Work Manager, Internal Menu. The Project Management menu is expanded, showing: Project Application, Monitoring, Audit, Fiscal Details, Reporting Requirements.

Grant ID: 1834  
Status: Open - Draft

Project Title: 2013 JAGB Hunter County  
Fund Announcement: 2013 Juvenile Accountability Block Grant

2013 JB SUSTAINABILITY/FUTURE FUNDING PLAN

Section Point Value: 5  
Completion Status: In Process

Created By: Ms. Kim Snyder  
Last Update By: Ms. Kim Snyder

Created Date: 1/10/2013 1:43:29 PM  
Last Update Date: 1/10/2013 1:43:29 PM

1. Provide an estimated funding plan (a self-imposed step down plan) for the next three years showing the expected levels of federal funding you anticipate for this project. Provide a general description of funding for the projected final year of federal funding. Include up to at least three (3) potential funding source(s) organizations.

Buttons: View History, Save, Save And Continue Editing, Return to Project Summary

System Debug Information Display

Current User Information: Name Ms. Kim Snyder

Database Server Information: Database ICJI\_Egrants\_Demo

## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

### 8. Evaluation and Internal Assessment

This section will describe the process to be used to determine the effectiveness and success of the program. Restate the Goal, Objectives, and Performance Measures for this project. Indicate the procedures to be utilized by your agency to collect and report the data necessary to measure the progress and success of the project. Note: The Performance Measures are set by OJJDP and that data must be collected on a continuous basis.

Statewide programs must also include information related to the implementation and achievements of the project to date.

If continuation programs did not achieve success in terms of numbers and data, please provide an explanation why, what steps have been taken to change

#### Section Questions

- Describe what outcome and output measures will be used to access whether the objectives have been met.
- Clearly state what data will be collected, how, by whom, and when (i.e. monthly, quarterly, yearly). If applicable, describe how many volunteers will be used for this project.
- Describe how the project will be internally assessed.
- State progress toward meeting the stated Goals and Objectives.
- Change the "Completion Status" to "Complete" and Save.

The screenshot shows the Egrants application interface for the 2013 JAGB Hunter County project. The browser address bar shows the URL: <http://egrantsdm.cji.in.gov/base/ProjectManagement/Application/APMainSectionSumm>. The page header includes the Egrants logo, the Indiana Criminal Justice Institute (ICJI) logo, and a system timeout warning: "System will time out at: 12:09:56 PM. Remaining time: 29:57". A "Logoff" button is visible in the top right corner.

The main navigation menu includes: Main Menu, User Management, Funding Announcement, Project Management, Work Manager, and Internal Menu. The "Project Management" menu is expanded, showing sub-items: Project, Application, Monitoring, Audit, Fiscal Details, and Reporting Requirements.

The project details section shows: Grant ID: 1934, Status: Open - Draft, Project Title: 2013 JAGB Hunter County, and Fund Announcement: 2013 Juvenile Accountability Block Grant.

The section title is "2013 JB EVALUATION AND INTERNAL ASSESSMENT". The "Section Point Value" is 15, and the "Completion Status" is "In Process". The "Created By" and "Last Update By" are both Ms. Kim Snyder. The "Created Date" and "Last Update Date" are both 1/10/2013 1:43:29 PM.

The main text area contains a numbered list item: "1. Describe what outcome and output measures will be used to access whether the objectives have been met. Clearly state what data will be collected, how, by whom, and when (i.e. monthly, quarterly, yearly). If applicable, describe how many volunteers will be used for this project. Describe how the project will be internally assessed. The inclusion of performance/progress reports required by ICJI should be included. Additionally, the progress toward meeting the stated Goals and Objectives should be monitored as well as who will update or revised the project's strategy if necessary." Below this text is a large text input area.

At the bottom of the main content area are four buttons: "View History", "Save", "Save And Continue Editing", and "Return to Project Summary".

The footer includes a copyright notice: "©2001-2013 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited." and a "System Debug Information Display" section with tabs for "Hide Current User Information" and "Hide Database Information". The "Current User Information" tab is selected, showing the user's name as "Ms. Kim Snyder". The "Database Server Information" tab is also visible, showing the database as "ICJI\_Egrants\_Demo".

# 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

## 9. Budget Detail

http://egrantsdm.cji.in.gov/base/ProjectManagement/BudgetSummary.aspx

**Egrants** Indiana Criminal Justice Institute **ICJI**

System will time out at: 10:57:53 AM. Remaining time: 29:58

Back Button will not take you back pages, instead use the application menus and controls.

[User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Portfolio Management](#) | [Work Manager](#) | [Audits](#) | [Maintenance](#) | [Contacts](#) | [Reporting](#) | [External Menu](#)

[Project](#) | [Application](#) | [Monitoring](#) | [Fiscal Details](#) | [Audits](#) | [Contact Log](#) | [Search](#) | [Commission Updates](#)

[Summary](#) | [Staff Analysis](#) | [Budget](#) | [Sections](#) | [Review/Scoring](#) | [Performance Indicators](#) | [Issues/Comments](#) | [Recipient Agency Budget](#)

Grant ID: 1825 Project Title: 2013 JABG - Mentoring Program Status: Open - Received  
Applicant Agency: Marion County Original Award Amount: \$0.00 Adjusted Award Amount: \$0.00

**BUDGET SETUP**

**BUDGET SETUP DEFINITIONS**

**Master Budget** - Provides one "overall" budget consisting of ICJI's standard budget categories (Personnel, Benefits, Travel, Equipment, Supplies, Consultants, Construction, Other).

**Agency Budget** - Provides a separate budget(s) within the Master Budget, allowing specific departments within a county to input their budget line item detail (Agency Budget) separate from the Master Budget. These costs will then be consolidated into the Master Budget categories.

**Pass Through Budget** - Select when funds are being passed through the applicant agency to other organizations or contractors (service providers). Allows for the input of a separate budget, including budget line item details, for these organizations. The total of each Pass Through Budget will be incorporated into the Consultant category of the Master Budget.

Click the Help button in the upper right corner for examples.

| Recipient Agency Name | Master Budget                    | Agency Budget         | Pass Through Budget   |
|-----------------------|----------------------------------|-----------------------|-----------------------|
| Marion County Auditor | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

[Save](#) [Back](#)

Please send technical comments and problems to [EGRANTS Support \(Dev\)](#).  
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HttpRuntime.UnloadAppDomain()

**System Debug Information Display**

Hide Current User Information Current User Information Hide Database Information Database Server Information

\*\*\*Note\*\*\*

This screen will pop up when the "Applicant Agency" and "Recipient Agency" are **Different**, depending on how you set up your agencies on the "Main Summary" page. If you receive this screen you will want to select the "Master Budget" and then click on the SAVE button.



## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

### Budget Summary:

The budget is a line item detail budget by budget category.

The screenshot shows the Egrants application interface for the Indiana Criminal Justice Institute (ICJI). The page title is "BUDGET SUMMARY". The user is logged in as Ms. Kim Snyder. The page displays the following information:

- Grant ID:** 1834
- Status:** Open - Draft
- Project Title:** 2013 JAGB Hunter County
- Fund Announcement:** 2013 Juvenile Accountability Block Grant

The budget summary is organized into three main sections:

- BY RECIPIENT AGENCY:** A table with columns for Agency, Year1, and Total. The only entry is Indiana Criminal Justice Institute with Year1 and Total values of 0.00.
- BY CATEGORY:** A table with columns for Category, Year1, and Total. The categories listed are Personnel, CF - Purchase of Services, CF - Purchase of Evidence, Employee Benefits, Travel (Including Training), Equipment, Supplies & Operating Expenses, Consultants, Construction, Other, and CF - Purchase of Specific Information. All Year1 and Total values are 0.00.
- BY SOURCE:** A table with columns for Source, Year1, and Total. The sources listed are Federal, State, Project Income, Interest, State Match, Cash Match (New Approp.), and In-Kind Match. All Year1 and Total values are 0.00.

The "Personnel" category is highlighted with a red circle, indicating it is a selectable category for funding.

If categories are not listed in blue font, then the application does not permit any funds expended under these categories. Allowable categories will appear in blue font letting you know you may apply for funds. You will need to complete each section individually.

## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

### Budget by Category:

For each category you are going to applying for, you will need to Click on “Add New Line” and fill specific questions.

The screenshot shows the Egrants web application interface. At the top, there is a header with the Egrants logo and the Indiana Criminal Justice Institute (ICJI) logo. Below the header, there is a navigation menu with links: Main Menu, User Management, Funding Announcement, Project Management, Work Manager, and Internal Menu. The Project Management link is highlighted. Below the navigation menu, there is a section for Grant ID: 1834 and Project Title: 2013 JAGB Hunter County. The Status is Open - Draft. The Fund Announcement is 2013 Juvenile Accountability Block Grant. In the center, there is a red circle around the "PERSONNEL" section, which contains an "Add New Line" button. Below this, there is a table with columns: Position, Name, Year1, and Total. The table is currently empty. At the bottom, there is a "System Debug Information Display" section with tabs for "Current User Information" and "Database Server Information". The "Current User Information" tab is selected, showing the user's name as Ms. Kim Snyder.

| Position | Name | Cost  |       |
|----------|------|-------|-------|
|          |      | Year1 | Total |
| Total:   |      | 0.00  | 0.00  |

### Personnel –

1. Click “Add New Line” to add a position to the personnel category.
2. Identify any individual (by title) to be paid by the funds requested.
3. In the “Computation” section, you must include the equation for how pay is calculated for each position identified.
4. You also have the option to list each individual separately, including their estimated number of hours for the project and rate of pay. To do this you will need to click on the “Save and Add Another” button.
5. When you done entering information into the Budget Line Items, click on the “Save” button.

## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

http://egrantsdm.cji.in.gov/base/ProjectManagement/BudgetAccountSummary.aspx eGrants

**Egrants** Indiana Criminal Justice Institute **ICJI**

System will time out at: 02:10:54 PM. Remaining time: 29:58

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) | [Internal Menu](#)

[Project](#) [Application](#) [Monitoring](#) [Audit](#) [Fiscal Details](#) [Reporting](#) [Requirements](#)

Grant ID: 1834 Project Title: 2013 JABG Hunter County  
Status: Open - Draft Fund Announcement: [2013 Juvenile Accountability Block Grant](#)

---

**PERSONNEL BUDGET LINE ITEMS**  
Created By: Created Date:  
Last Update By: Last Update Date:

Position : \* Program Coordinator (maximum 70 characters)  
Name (maximum 70 characters)

Year 1: 1 Coordinator @ \$15.00 per hour for 100 total hours

| Computation  | Cost            |
|--|-----------------|
| 1 Coordinator @ \$15.00 per hour for 100 total hours | 1,500.00        |
| <b>Total Cost Σ</b>                                  | <b>1,500.00</b> |

[Save](#) [Save And Add Another](#) [Delete](#) [Back](#)

Please send technical comments and problems to [EGRANTS\\_Support@Dev1](#).  
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HttpRuntime.UnloadAppDomain() System Debug Information Display

|   |   |
|---|---|
| <a href="#">Hide Current User Information</a> | <a href="#">Hide Database Information</a> |
| <b>Current User Information</b>               | <b>Database Server Information</b>        |
| Name Ms. Kim Snyder                           | Database ICJI_Egrants_Demo                |

## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

After saving your information in the budget detail section, you will be taken back to the Personnel Category.

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager | Internal Menu

Project Application Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 1834  
Status: Open - Draft

Project Title: 2013 JAGB Hunter County  
Fund Announcement: 2013 Juvenile Accountability Block Grant

**PERSONNEL**  
Add New Line

| Position            | Name | Year1    | Total    |
|---------------------|------|----------|----------|
| Program Coordinator |      | 1,500.00 | 1,500.00 |
| Total:              |      | 1,500.00 | 1,500.00 |

Back

Please send technical comments and problems to [EGRANTS Support \(Dev\)](#)  
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System Debug Information Display

Hide Current User Information

Current User Information

Name: Ms. Kim Snyder

Hide Database Information

Database Server Information

Database: ICJL\_Egrants\_Demo

When you are done with the Personnel Category you can click on the “Back” button to take you back to the “Budget Summary” page.

Main Menu | User Management | Funding Announcement | Project Management | Work Manager | Internal Menu

Project Application Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 1834  
Status: Open - Draft

Project Title: 2013 JAGB Hunter County  
Fund Announcement: 2013 Juvenile Accountability Block Grant

**BUDGET SUMMARY**

Section Point Value: 5  
Completion Status: In Process

Created By: Ms. Kim Snyder  
Last Update By: Ms. Kim Snyder

Created Date: 1/10/2013 1:43:29 PM  
Last Update Date: 1/11/2013 1:44:18 PM

| BY RECIPIENT AGENCY                | YEAR1    | TOTAL    |
|------------------------------------|----------|----------|
| Indiana Criminal Justice Institute | 1,500.00 | 1,500.00 |
| Total: Σ                           | 1,500.00 | 1,500.00 |

| BY CATEGORY                           | YEAR1    | TOTAL    |
|---------------------------------------|----------|----------|
| Personnel                             | 1,500.00 | 1,500.00 |
| CF - Purchase of Services             | 0.00     | 0.00     |
| CF - Purchase of Evidence             | 0.00     | 0.00     |
| Employee Benefits                     | 0.00     | 0.00     |
| Travel (Including Training)           | 0.00     | 0.00     |
| Equipment                             | 0.00     | 0.00     |
| Supplies & Operating Expenses         | 0.00     | 0.00     |
| Consultants                           | 0.00     | 0.00     |
| Construction                          | 0.00     | 0.00     |
| Other                                 | 0.00     | 0.00     |
| CF - Purchase of Specific Information | 0.00     | 0.00     |
| Total:                                | 1,500.00 | 1,500.00 |

| BY SOURCE                | YEAR1 | TOTAL |
|--------------------------|-------|-------|
| Federal                  | 0.00  | 0.00  |
| State                    | 0.00  | 0.00  |
| Project Income           | 0.00  | 0.00  |
| Interest                 | 0.00  | 0.00  |
| State Match              | 0.00  | 0.00  |
| Cash Match (New Approp.) | 0.00  | 0.00  |
| In-Kind Match            | 0.00  | 0.00  |
| Project Income Match     | 0.00  | 0.00  |
| Total: Σ                 | 0.00  | 0.00  |

Budget Setup Save Save And Continue Editing Back

Please send technical comments and problems to [EGRANTS Support \(Dev\)](#)  
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## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

### I. Budget by Category

**Fringe Benefits** – Fringe benefits for grant-funded personnel include FICA, Health Insurance, etc. and amounts budgeted should be based on actual known cost or an established formula. Benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project.

**Contractual** – Provide costs associated with individuals or entities providing services through a contractual arrangement. Attach detailed information to support the total cost of each contract. For each consultant enter the name, services to be provided, hourly or daily fee (8 hour day), and estimated time on the project. Consultant fees must NOT exceed \$450.00 per 8 hour day. If a contract is over the specified federal amount, it will require additional justification from OJJDP. List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e. travel, lodging, meals, etc...). Show the basis of computation for each service requested.

**Travel** – Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. See the JABG grant guidebook for current state rates. (Travel and training for contracted employees does NOT go in this section. Those expenses should be itemized under “Contractual”). Itemize travel expenses by purpose (i.e., staff to training, field interviews, etc.). For training projects, show the number of trainees and unit costs involved, including travel and meals. Identify the location of travel, if known, in the Budget Narrative, indicate the source of travel policies being used.

- Show the basis of the computation (i.e. two people to a three-day training at \$XX lodging, \$XX meals, \$XX mileage).

**Operating Expenses** – Includes consumable such as paper, postage, software and equipment with an acquisition cost of **less** than \$5,000.00 per unit. This also includes operating expenses such as rent and utilities. Show computations for all items. For example: Rent: \$200/month x 12 months = \$2,400.00

**Equipment** – List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of **more** than one year and an acquisition cost of \$5,000.00 or **more** per unit. (Expendable items should be included in the Operating Expenses).

## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

**IMPORTANT:** Match must be included in your budget. When including a match line item in the budget detail, indicate it is match by adding another line and stating the word “MATCH” before the description of the line item and click “Save”. See an example below:

Grant ID: 1834  
Status: Open - Draft

Project Title: 2013 JABG Hunter County  
Fund Announcement: 2013 Juvenile Accountability Block Grant

**PERSONNEL BUDGET LINE ITEMS**  
Created By: Created Date:  
Last Update By: Last Update Date:

Position : \* Match (maximum 70 characters)  
Name: (maximum 70 characters)

Year 1: Match

Computation

Cost 100.00

Total Cost Σ 0.00

Save Save And Add Another Delete Back

Please send technical comments and problems to [EGRANTS Support \(Dev\)](#).  
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System Debug Information Display

Hide Current User Information Current User Information Name Ms. Kim Snyder

Hide Database Information Database Server Information Database ICJL\_Egrants\_Demo

Grant ID: 1834  
Status: Open - Draft

Project Title: 2013 JABG Hunter County  
Fund Announcement: 2013 Juvenile Accountability Block Grant

**PERSONNEL**  
Add New Line

| Position            | Name | Cost     |          |
|---------------------|------|----------|----------|
|                     |      | Year1    | Total    |
| Program Coordinator |      | 1,500.00 | 1,500.00 |
| Match               |      | 100.00   | 100.00   |
| Total:              |      | 1,600.00 | 1,600.00 |

Back

Please send technical comments and problems to [EGRANTS Support \(Dev\)](#).  
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System Debug Information Display

Hide Current User Information Current User Information Name Ms. Kim Snyder

Hide Database Information Database Server Information Database ICJL\_Egrants\_Demo

The Personnel Category will now show both amounts of the Program Coordinator and Match. Click the “Back” Button.

## 2013 Juvenile Accountability Block Grant (JABG) Application Egrants Instructions

The Budget Summary screen will now show the total amount in the Personnel Category.

http://egrantsdm.cj.in.gov/base/ProjectManagement/BudgetAccountSummary.aspx eGrants

[Main Menu](#) [User Management](#) [Funding Announcement](#) [Project Management](#) [Work Manager](#) [Internal Menu](#)

[Project](#) [Application](#) [Monitoring](#) [Audit](#) [Fiscal Details](#) [Reporting](#) [Requirements](#)

Grant ID: 1834 Project Title: 2013 JABG Hunter County  
Status: Open - Draft Fund Announcement: [2013 Juvenile Accountability Block Grant](#)

**BUDGET SUMMARY**

Section Point Value: 5 Created By: Ms. Kim Snyder Created Date: 1/10/2013 1:43:29 PM  
Completion Status: In Process Last Update By: Ms. Kim Snyder Last Update Date: 1/11/2013 2:10:06 PM

| BY RECIPIENT AGENCY                | YEAR1    | TOTAL    |
|------------------------------------|----------|----------|
| Indiana Criminal Justice Institute | 1,600.00 | 1,600.00 |
| Total: Σ                           | 1,600.00 | 1,600.00 |

| BY CATEGORY                                       | YEAR1    | TOTAL    |
|---|----------|----------|
| <a href="#">Personnel</a>                         | 1,600.00 | 1,600.00 |
| CF - Purchase of Services                         | 0.00     | 0.00     |
| CF - Purchase of Evidence                         | 0.00     | 0.00     |
| <a href="#">Employee Benefits</a>                 | 0.00     | 0.00     |
| <a href="#">Travel (Including Training)</a>       | 0.00     | 0.00     |
| <a href="#">Equipment</a>                         | 0.00     | 0.00     |
| <a href="#">Supplies &amp; Operating Expenses</a> | 0.00     | 0.00     |
| <a href="#">Consultants</a>                       | 0.00     | 0.00     |
| Construction                                      | 0.00     | 0.00     |
| Other   | 0.00     | 0.00     |
| CF - Purchase of Specific Information             | 0.00     | 0.00     |
| Total:  | 1,600.00 | 1,600.00 |

| BY SOURCE                | YEAR1 | TOTAL |
|--------------------------|-------|-------|
| Federal                  | 0.00  | 0.00  |
| State                    | 0.00  | 0.00  |
| Project Income           | 0.00  | 0.00  |
| Interest                 | 0.00  | 0.00  |
| State Match              | 0.00  | 0.00  |
| Cash Match (New Approp.) | 0.00  | 0.00  |
| In-Kind Match            | 0.00  | 0.00  |
| Project Income Match     | 0.00  | 0.00  |
| Total: Σ                 | 0.00  | 0.00  |

[Budget Setup](#) [Save](#) [Save And Continue Editing](#) [Back](#)

Please send technical comments and problems to [EGRANTS Support \(Dev\)](#).  
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### 10. Match Requirement:

JABG has a cash match requirement of **10%**. A **Cash Match** equaling 10% of the full program cost is required meaning the cash match must be in addition to funds that would otherwise be made available for the program or project. The total program cost is made up of the Federal award amount and the cash match. Cash match cannot come from other federal funding sources, federal dollars or other obligated funds.

## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

### II. Budget by Source: List the total amount of funds by source.

1. Federal: Total amount of federal funds being requested.
2. Cash Match: Total amount of cash match included in the budget.
3. This should be the total amount of funds requested across all budget categories.
4. Change the "Completion Status" to "Complete" and Save.

\*\*\*\*The top section ("By Category") MUST match the bottom section ("By Source")

http://egrantsdm.cj.in.gov/base/ProjectManagement/BudgetAccountSummary.aspx eGrants

Main Menu User Management Funding Announcement Project Management Work Manager Internal Menu

Project Application Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 1834 Status: Open - Draft Project Title: 2013 JABG Hunter County Fund Announcement: 2013 Juvenile Accountability Block Grant

System will time out at: 02:52:49 PM Remaining time: 29:58

**BUDGET SUMMARY**

Section Point Value: 5 Completion Status: In Process

Created By: Ms. Kim Snyder Created Date: 1/10/2013 1:43:29 PM  
Last Update By: Ms. Kim Snyder Last Update Date: 1/11/2013 2:10:06 PM

| BY RECIPIENT AGENCY                | YEAR1    | TOTAL    |
|------------------------------------|----------|----------|
| Indiana Criminal Justice Institute | 1,600.00 | 1,600.00 |
| Total: Σ                           | 1,600.00 | 1,600.00 |

| BY CATEGORY                           | YEAR1    | TOTAL    |
|---------------------------------------|----------|----------|
| Personnel                             | 1,600.00 | 1,600.00 |
| CF - Purchase of Services             | 0.00     | 0.00     |
| CF - Purchase of Evidence             | 0.00     | 0.00     |
| Employee Benefits                     | 0.00     | 0.00     |
| Travel (Including Training)           | 0.00     | 0.00     |
| Equipment                             | 0.00     | 0.00     |
| Supplies & Operating Expenses         | 0.00     | 0.00     |
| Consultants                           | 0.00     | 0.00     |
| Construction                          | 0.00     | 0.00     |
| Other                                 | 0.00     | 0.00     |
| CF - Purchase of Specific Information | 0.00     | 0.00     |
| Total:                                | 1,600.00 | 1,600.00 |

| BY SOURCE                | YEAR1    | TOTAL    |
|--------------------------|----------|----------|
| Federal                  | 1,500.00 | 1,500.00 |
| State                    | 0.00     | 0.00     |
| Project Income           | 0.00     | 0.00     |
| Interest                 | 0.00     | 0.00     |
| State Match              | 0.00     | 0.00     |
| Cash Match (New Approp.) | 100.00   | 100.00   |
| In-Kind Match            | 0.00     | 0.00     |
| Project Income Match     | 0.00     | 0.00     |
| Total: Σ                 | 1,600.00 | 1,600.00 |

Budget Setup Save Save And Continue Editing Back

Please send technical comments and problems to [EGRANTS Support \(Dev\)](#).  
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## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

### 11. Budget Narrative

The Budget Narrative provides an opportunity to provide a clear and detailed explanation for each line-item entry in the project's proposed budget. The categories in this section should directly correspond to the categories in the budget section of the application as well as should be mentioned in your application. Make sure your proposed budget items are eligible expenses. If items listed in the budget are not allowable, your grant funding may be reduced by that amount. Enter N/A in categories where no funding is requested.

- a) Provide a narrative description of all the line items for each budget category. A description of the item, how it will be used, and why it is necessary for the program should be included.
- b) Change the "Completion Status" to "Complete" and Save.

The screenshot displays the Egrants application interface. At the top, there is a header with the "Egrants" logo, the "Indiana Criminal Justice Institute" logo, and a system timeout message: "System will time out at: 02:59:18 PM. Remaining time: 29:58". Below the header, a navigation bar includes links for "Main Menu", "User Management", "Funding Announcement", "Project Management" (which is highlighted), "Work Manager", and "Internal Menu". A secondary navigation bar lists "Project", "Application", "Monitoring", "Audit", "Fiscal Details", and "Reporting Requirements". The main content area shows the "2013 JB BUDGET NARRATIVE" section. It includes fields for "Grant ID: 1834", "Status: Open - Draft", "Project Title: 2013 JABG Hunter County", and "Fund Announcement: 2013 Juvenile Accountability Block Grant". Below these, there are fields for "Section Point Value: 5", "Completion Status: In Process", "Created By: Ms. Kim Snyder", "Last Update By: Ms. Kim Snyder", "Created Date: 1/10/2013 1:43:29 PM", and "Last Update Date: 1/10/2013 1:43:29 PM". A detailed instruction for the Budget Narrative is provided: "Budget Narrative: The Budget Narrative provides an opportunity to provide a clear and detailed explanation for each line-item entry in the project's proposed budget. The categories in this section should directly correspond to the categories in the budget section of the application as well as should be mentioned in your application. Make sure your proposed budget items are eligible expenses. If items listed in the budget are not allowable, your grant funding may be reduced by that amount. Any missing information in this section may disqualify that budget item for funding." Below this instruction, there are five numbered categories for narrative input, each with a text area and a help icon: 1. Personnel Narrative, 2. Fringe Benefits Narrative, 3. Contractual Services Narrative, 4. Travel and Per Diem Narrative, and 5. Equipment Narrative. A footnote at the bottom states: "\*\*\*Expendable supplies must be included under Operating Expenses."

System will time out at: 02:59:18 PM.  
Remaining time: 29:58

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) | [Internal Menu](#)

[Project](#) | [Application](#) | [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1834  
Status: Open - Draft

Project Title: 2013 JABG Hunter County  
Fund Announcement: [2013 Juvenile Accountability Block Grant](#)

2013 JB BUDGET NARRATIVE

Section Point Value: 5  
Completion Status: In Process

Created By: Ms. Kim Snyder  
Last Update By: Ms. Kim Snyder

Created Date: 1/10/2013 1:43:29 PM  
Last Update Date: 1/10/2013 1:43:29 PM

Budget Narrative: The Budget Narrative provides an opportunity to provide a clear and detailed explanation for each line-item entry in the project's proposed budget. The categories in this section should directly correspond to the categories in the budget section of the application as well as should be mentioned in your application. Make sure your proposed budget items are eligible expenses. If items listed in the budget are not allowable, your grant funding may be reduced by that amount. Any missing information in this section may disqualify that budget item for funding.

1. Personnel Narrative: Provide a narrative description of the funding requested. If no funding is being requested in this category, just type N/A as a response

2. Fringe Benefits Narrative: Provide a narrative description of the funding requested in this category. If no funds are being requested, just type N/A as a response.

3. Contractual Services Narrative: Provide a narrative description of the funding requested in this category. If no funds are being requested, just type N/A as a response.

4. Travel and Per Diem Narrative: Provide a narrative description of the funding requested in this category. If no funds are being requested, just type N/A as a response.

5. Equipment Narrative: Provide a narrative description of the funding requested in this category. If no funding is being requested in this category, just type N/A as a response.

\*\*\*Expendable supplies must be included under Operating Expenses.

## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

### 12. Recipient Agency Budget

The recipient agency budget is the overall budget of the program described in the application. This budget includes all other funds received to operate the program. Other sources of funds might include other federal grant funds, local, collected fees, and donations.

#### a) Revenue

1. Federal Funds

2. State Funds

3. Local Funds

Additional rows can be added to include other revenues outside of those listed.

#### b) Expenditures - Do not complete this section of the application.

#### c) Are any of these funds sources to be used in the implementation of this project? Yes/No

#### d) If so, describe the source and state the amount.

#### e) Do you intend to apply for continuation funding for this project? Yes/No

#### f) Change the "Completion Status" to "Complete" and Save.

Section Point Value: 0  
Completion Status:

Created By: Ms. Kim Snyder  
Last Update By: Ms. Kim Snyder  
Created Date: 1/10/2013 1:43:29 PM  
Last Update Date: 1/10/2013 1:43:29 PM

Agency:   
Agency Year:

| Revenue                                | Total Amount |
|--|--------------|
| Federal Funds                          | 0.00         |
| State Funds                            | 0.00         |
| Local Funds                            | 0.00         |
| <b>List Other Funds</b>                |              |
| <input type="button" value="Add Row"/> |              |
| Total: Σ                               | 0.00         |

| Expenditures          | Total Amount |
|-----------------------|--------------|
| General Fund          | 0.00         |
| Capital Budget        | 0.00         |
| Community Development | 0.00         |
| Other                 | 0.00         |
| Total: Σ              | 0.00         |

1) Are any of these fund sources to be used in the implementation of this project? \*

2) If so, name the source and the intended use. If not, identify the source of the matching contributions.

3) Are you presently receiving or have you applied or do you intend to apply for funds from any other source with which to finance this project? \*

4) If so, describe the source and state the amount.

5) Do you intend to apply for continuation funding for this project? \*

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## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

### 13. Audit Requirements

Provide the general audit information for your agency. Per the Office of Management and Budget (OMB) Circular A-133 – Audit of States, Local Governments, and Non-Profit Organization”, units of government are required to have an organization-wide, independent audit if their organization has expended \$500,000.00 or more in federal funds within the organization’s 12 month fiscal year.

State the following information:

1. Date of last audit
2. Dates covered by last audit
3. Date of next audit
4. Dates to be covered by next audit
5. State next audit will be forwarded to ICJI

The screenshot displays the eGrants application interface for Project Management. The browser address bar shows the URL: <http://egrantsdm.cji.in.gov/base/ProjectManagement/Application/APMainSectionSumm>. The page title is "eGrants".

Navigation links include: [Main Menu](#), [User Management](#), [Funding Announcement](#), [Project Management](#), [Work Manager](#), and [Internal Menu](#). A red warning box in the top right corner states: "System will time out at: 03:13:41 PM. Remaining time: 29:58".

Project Information:

- Grant ID: 1834
- Status: Open - Draft
- Project Title: 2013 JABG Hunter County
- Fund Announcement: [2013 Juvenile Accountability Block Grant](#)

**AUDIT REQUIREMENTS**

Section Point Value: 0  
Completion Status: In Process

Created By: Ms. Kim Snyder  
Last Update By: Ms. Kim Snyder  
Created Date: 1/10/2013 1:43:29 PM  
Last Update Date: 1/10/2013 1:43:29 PM

1. Audit: Please indicate which category your organization falls into:

☐ This organization/agency expends less than \$500,000.00 in federal funds from all sources during the fiscal year of the organization/agency.

☐ This organization/agency expends \$500,000.00 or more in federal funds (during the fiscal year of the organization/agency from any and all sources including the amount of this application)

1.1. Date of last audit:

1.2. Beginning Date of last audit:

1.2.1. Ending Date of last audit:

1.3. Date of next audit:

1.4. Dates to be covered by next audit:

1.5. Date next audit will be forwarded to ICJI:

| Attachment Name           | Description | Date | History |
|---------------------------|-------------|------|---------|
| File Attachment Documents |             |      |         |

Buttons: [View History](#), [Add Attachment](#), [Save](#), [Save And Continue Editing](#), [Return to Project Summary](#)

Please send technical comments and problems to [EGRANTS Support \(Dev\)](#).  
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## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

### 14. Additional Required Attachments

This section is for all of the Attachments that will be uploaded for the application.

**Organization Chart** – All applicants are required to attach an organizational chart for the agency that will be implementing the program (the Recipient Agency).

**Letters of Support** – All applicants must attach at least two letters of support. Letters of support must be current and cannot be from a proposed contractor or individual currently employed with the applicant agency or a partnering agency. Letters of support should be obtained from individuals familiar with the applicant and their history of providing quality services similar to those for which funds are being requested.

**Resumes/Job Description(s)** – Applicants requesting funds for personnel must submit a job description/resume for each requested position.

**Memorandum of Understanding** – If applicable

The screenshot shows the Egrants application interface for the 2013 JAGB Hunter County project. The browser address bar shows the URL: <http://egrantsdm.cj.in.gov/base/ProjectManagement/Application/APMainSectionSumm>. The page header includes the Egrants logo, the Indiana Criminal Justice Institute (ICJI) logo, and a system timeout warning: "System will time out at: 03:15:05 PM. Remaining time: 29:58".

The main navigation menu includes: Main Menu, User Management, Funding Announcement, Project Management (selected), Work Manager, and Internal Menu. Below the menu, the project details are displayed: Grant ID: 1834, Status: Open - Draft, Project Title: 2013 JAGB Hunter County, and Fund Announcement: 2013 Juvenile Accountability Block Grant.

The section is titled "2013 JB REQUIRED ATTACHMENTS". It shows the Section Point Value: 5, Completion Status: In Process, Created By: Ms. Kim Snyder, Last Update By: Ms. Kim Snyder, Created Date: 1/10/2013 1:43:29 PM, and Last Update Date: 1/10/2013 1:43:29 PM.

A detailed instruction block states: "This section of the application is for all of the Required Attachments needed to complete the application. Please attach the following documents: 1.) Letters of Support - Applicants are required to provide two (2) current letters of support from public, private and/or community organization with which the applicant will coordinate program activities. 2.) Organizational Chart - All applicants are required to submit an organizational chart for the agency that will be implementing the program. 3.) Resumes/Job Description(s) - Applicants requesting funds for personnel must submit a job description/resume for each requested position. 4.) Memorandum(s) of Understanding - If the Applicant is proposing to partner with other agencies, a MOU outlining each agency's involvement must be submitted on letterhead, dated and signed by all parties involved. 5.) JCEC 6.) - Contracts/Agreements - If funding is being requested for contractual services, applicants must include a copy of the proposed contract/agreement for each service. If available at the time of application, also include a resume or curriculum vitae for the proposed contractor(s)."

Below the instructions is a table with columns: Attachment Name, Description, Date, and History. The table is currently empty. Below the table are buttons: View History, Add Attachment, Save, Save And Continue Editing, and Return to Project Summary.

At the bottom of the page, there is a footer with technical information: "Please send technical comments and problems to: [EGRANTS Support \(Dev\)](#). ©2001-2013 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited."

The bottom section of the page is titled "System Debug Information Display" and contains two expandable sections: "Current User Information" (Name: Ms. Kim Snyder) and "Database Server Information" (Database: ICJI\_Egrants\_Demo).

# 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

## Juvenile Crime Enforcement Coalition (JCEC)

http://egrantsdm.cji.in.gov/base/ProjectManagement/Application/SectionSummary.asp

eGrants

System will time out at: 10:30:48 AM  
Remaining time: 29:58



Indiana  
Criminal Justice Institute

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

User Management | Funding Announcement | Project Management | Portfolio Management | Work Manager | Audits | Maintenance | Contacts | Reporting | External Menu

Project | Application | Monitoring | Fiscal Details | Audits | Contact Log | Search | Commission Updates

Summary | Staff Analysis | Budget | Sections | Review/Scoring | Performance Indicators | Issues/Comments | Recipient Agency Budget

Grant ID: 1825

Project Title: 2013 JABG – Mentoring Program

Status: Open - Received

Applicant Agency: Marion County

Original Award Amount: \$0.00

Adjusted Award Amount: \$0.00

LOCAL JUVENILE CRIME ENFORCEMENT COALITION

Section Point Value: 0

Completion Status: In Process

Created By: Ms. Kim Snyder

Last Update By: Ms. Kim Snyder

Created Date: 1/4/2013 11:41:15 AM

Last Update Date: 1/4/2013 11:41:15 AM

1. List below the members of the local JCEC. Communities are encouraged to utilize existing groups that focus on youth and meet or could be enhanced to meet the eligibility requirements outlined below

| ID                      | Category | Other, specify: | Name | Title | Agency Name | Agency Contact Information |
|-------------------------|----------|-----------------|------|-------|-------------|----------------------------|
| <a href="#">Add Row</a> |          |                 |      |       |             |                            |

| Attachment Name   | Description | Date | History |
|---|-------------|------|---------|
| File Attachment Documents   |             |      |         |
| <div>Submit Issue/Comment   View History   Add Attachment   Save   Back</div> |             |      |         |

Please send technical comments and problems to [EGRANTS Support \(Dev\)](#).

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HttpRuntime.UnloadAppDomain()

System Debug Information Display

Hide Current User Information

Current User Information

Hide Database Information

Database Server Information

# 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

## Administrative Requirements and Assurances:

This section of the application requires the Applicant to attest to the contents of the application is true and accurate and to certify that the agency and all involved will comply with all conditions of the grant program.

http://egrantsdm.cj.in.gov/base/ProjectManagement/Application/SectionSummary.asp - eGrants

User Management Funding Announcement Project Management Portfolio Management Work Manager Audits Maintenance Contacts Reporting External Menu

Project Application Monitoring Fiscal Details Audits Contact Log Search Commission Updates

Summary Staff Analysis Budget Sections Review/Scoring Performance Indicators Issues/Comments Recipient Agency Budget

Grant ID: 1825 Project Title: 2013 JAGB - Mentoring Program Status: Open - Received

Applicant Agency: Marion County Original Award Amount: \$0.00 Adjusted Award Amount: \$0.00

2013 JB ADMINISTRATIVE REQUIREMENTS AND ASSURANCES

Section Point Value: 0 Created By: Ms. Kim Snyder Created Date: 1/4/2013 11:41:15 AM

Completion Status: In Process Last Update By: Ms. Kim Snyder Last Update Date: 1/4/2013 11:41:15 AM

1. Certified Assurances and Special Provisions

Administrative Requirements JAGB awards will be made to eligible units of government in accordance with the following administrative requirements. JAGB allocations for units of local government are computed on the basis of a formula using a combination of law enforcement expenditures and Part I violent crime data for the three most recent calendar years for which data is available. Two thirds of each unit's allocation is based on law enforcement expenditure data and one third is based on the reported violent crime arrests, in the same ratio as the aggregate of all other units of general local government in the State. Eligible units of local government receiving JAGB allocations must contribute, in the form of a cash match, 10% of the total cost of the program to be implemented using JAGB funds, with the exception of construction of permanent correctional facilities, which require a 50% cash match. Match requirements for JAGB allocations have been compiled by ICJ and can be found on the JAGB: Indiana Allocations enclosure. Please note match funds are subject to the same federal regulations as allocated federal funds. Units of local government may use up to 5% of their total JAGB awards for administrative costs related to the JAGB program. All funds used for administrative costs are subject to the match requirement. JAGB applicants are permitted to use administrative funds to reimburse the unit of local government for pre-incurred administrative and planning costs associated with the development of the coordinated enforcement plan for reducing juvenile crime. No unit of local government may receive an allocation that exceeds 100% of the average law enforcement expenditures of that unit for the three most recent calendar years for which data is available. To be eligible for a direct award, units of local government must have a calculated allocation of \$10,000 or more. Allocations less than \$10,000 revert back to the State and are combined with the State's original share of the JAGB award. These funds are being available to Indiana's 92 counties through a redistribution calculation that ensures that all counties receive a minimum JAGB allocation. By accepting this redistribution allocation, counties agree to use JAGB funds to benefit those units of local government within their county that are not eligible to receive a direct JAGB award. Federal funds must be used to supplement existing funds for program activities and must not replace those funds that have been appropriated for the same purpose. Supplanting will be the subject of application review, as well as preaward review, postaward monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds. JAGB applicants are required, by federal guidelines, to establish a Juvenile Crime Enforcement Coalition (JCEC) to include (unless impractical), at a minimum, individuals representing: (A) police; (B) sheriff; (C) prosecutor; (D) probation; (E) juvenile court; (F) community corrections; (G) schools; (H) business; and (I) religious affiliated, fraternal, nonprofit, or social service organizations involved with juvenile justice. The JCEC will be responsible for the development of a coordinated enforcement plan to reduce juvenile crime to be included as part of the JAGB application. Units of local government are encouraged to utilize or supplement the membership of an existing board(s) to satisfy the JCEC requirement. Units of local government may waive their right to the JAGB allocation, allowing their allocation to revert to the state for reallocation. OR, enter into regional coalitions, combining their JAGB allocations. However, a single unit of local government must serve as the fiscal agent for receiving the JAGB allocation from the State and obligating/expending funds for the benefit of the combined units.

Compliance with Laws A. The Grantee shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment or modification of any applicable state or federal statute or the promulgation of rules or regulations thereunder after execution of this Grant shall be reviewed by the State and the Grantee to determine whether the provisions of this Grant require formal modification. B. The Grantee and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State as set forth in IC § 4-2-6 et seq., IC § 4-2-7, et seq., the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004. If the Grantee is not familiar with these ethical requirements, the Grantee should refer any questions to the Indiana State Ethics Commission, or visit the Indiana State Ethics Commission website at <http://www.in.gov/ethics/>. If the Grantee or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate this Grant immediately upon notice to the Grantee. In addition, the Grantee may be subject to penalties under IC §§ 4-2-6, 4-2-7, 35-44-1-3, and under any other applicable laws. C. The Grantee certifies by entering into this Grant that neither it nor its principal(s) is presently in arrears in payment of taxes, permit fees or other statutory, regulatory or judicially required payments to the State. The Grantee agrees that any payments currently due to the State may be withheld from payments due to the Grantee. Additionally, further work or payments may be withheld, delayed, or denied and/or this Grant suspended until the Grantee is current in its payments and has submitted proof of such payment to the State. D. The Grantee warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by the State, and agrees that it will immediately notify the State of any such actions. During the term of such actions, the Grantee agrees that the State may delay, withhold, or deny work under any supplement, amendment, change order or other contractual device issued pursuant to this Grant. E. If a valid dispute exists as to the Grantee's liability or guilt in any action initiated by the State or its agencies, and the State decides to delay, withhold, or deny work to the Grantee, the Grantee may request that it be allowed to continue, or receive work, without delay. The Grantee must submit, in writing, a request for review to the Indiana Department of Administration (IDOA) following the procedures for disputes outlined herein. A determination by IDOA

http://egrantsdm.cj.in.gov/base/ProjectManagement/Application/SectionSummary.asp - eGrants

Notifying in writing the State within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction, and E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures: (1) take appropriate personnel action against the employee, up to and including termination; (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency; and F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.

Debarment and Suspension A. The Grantee certifies by entering into this Grant that neither it nor its principals nor any of its subgrantees are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Grant by any federal agency or by any department, agency or political subdivision of the State. The term "principal" for purposes of this Grant means an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Grantee. B. The Grantee certifies that, pursuant to 48 CFR Part 9 and any relevant state statutes or law, it has verified the state and federal suspension and debarment status for all subgrantees receiving funds under this Grant and shall be solely responsible for any recoupment, penalties or costs that might arise from use of a suspended or debarred subgrantee. The Grantee shall immediately notify the State if any subgrantee becomes debarred or suspended, and shall, at the State's request, take all steps required by the State to terminate its contractual relationship with the subgrantee for work to be performed under this Grant.

The applicant, through the following signatures, certifies that the statements in this grant are true and complete to the best of the applicant's knowledge and accepts, as to any grant awarded the obligation to comply with any Indiana Criminal Justice Institute special conditions specified in the Grant Award. The signatory certifies that we have read the instructions for this application and are fully cognizant of our duties and responsibilities with regards to the implementation of the project proposed in the application.

1.1. Name:

1.2. Title:

1.3. Date:

Submit Issue/Comment View History Save Back

Please send technical comments and problems to [EGRANTS@IN.gov](mailto:EGRANTS@IN.gov)

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HttpRuntime.UnloadAppDomain System Debug Information Display

Hide Current User Information Current User Information

Name Ms. Kim Snyder

Roles Fiscal Manager, Fiscal Staff, Guest, IT Administration, IT Staff, PACS Administrator, PACS Editor, PACS User, Program Chief, Program Manager, Program Monitoring Library Administrator, Program Staff, Question Library Administrator, Reviewer, Section Library Administrator

Hide Database Information Database Server Information

Database ICJL\_Egrants\_Demo

Server IOTSQLO67VWQ67VWQA

Can connect True



## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

### Completing the Application

Each section within the application needs to be reviewed to ensure all questions have been answered. Once each section has been complete, change the status from “In Process” to “Complete.”

After all sections have been marked as “Complete”, the “Submit Application” button will be available. You DO NOT NEED to print the Signature Pages.

The status of the application will remain as “Open-Draft” until it is submitted to ICJI. The status will then change to “Open-Received” and will no longer be available to be changed. You do have the option to withdraw you application if your agency decides it does not wish to be considered for funding.

System will time out at: 04:14:08 PM. Remaining time: 29:58

Back Button will not take you back pages, instead use the application menus and controls.

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Grant ID: 1834  
Status: Open - Draft

Project Title: 2013 JABG Hunter County  
Fund Announcement: [2013 Juvenile Accountability Block Grant](#)

#### APPLICATION SUMMARY

| Section Name   | Status     | Point Value | Last Update          |
|--|------------|-------------|----------------------|
| <a href="#">2013 JB Cover Page</a>                                 | In Process | 5           | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JABG New or Continuation Programs</a>             | In Process | 5           | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JB Executive Summary</a>                          | In Process | 5           | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JB Problem Statement, Goals, Objectives, P's</a>  | In Process | 15          | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JB Implementation Plan</a>                        | In Process | 15          | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JB Program Narrative and Needs Assessment</a>     | In Process | 15          | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JB Sustainability/Future Funding Plan</a>         | In Process | 5           | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JB Evaluation and Internal Assessment</a>         | In Process | 15          | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JB Budget Narrative</a>                           | In Process | 5           | 1/10/2013 1:43:29 PM |
| <a href="#">Budget Detail</a>                                      | In Process | 5           | 1/11/2013 2:10:06 PM |
| <a href="#">2013 JB Required Attachments</a>                       | In Process | 5           | 1/10/2013 1:43:29 PM |
| <a href="#">Audit Requirements</a>                                 | In Process | 0           | 1/10/2013 1:43:29 PM |
| <a href="#">Local Juvenile Crime Enforcement Coalition</a>         | In Process | 0           | 1/10/2013 1:43:29 PM |
| <a href="#">2013 JB Administrative Requirements and Assurances</a> | In Process | 0           | 1/10/2013 1:43:29 PM |
| <a href="#">Main Summary Information</a>                           | Complete   | 0           | 1/11/2013 2:10:06 PM |
| <a href="#">Performance Indicators</a>                             | In Process | 5           | 1/10/2013 1:43:29 PM |
| <a href="#">Recipient Agency Budget</a>                            | In Process | 0           | 1/10/2013 1:43:29 PM |
| <a href="#">Federal Transparency Act Certification 2006-FFA</a>    | In Process | 0           | 1/10/2013 1:43:29 PM |

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[View Issues/Comments](#)

Please send technical comments and problems to [EGRANTS Support \(Dev\)](#).  
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HttpRuntime.UnloadAppDomain() System Debug Information Display

Hide Current User Information Hide Database Information

## 2013 Juvenile Accountability Block Grant (JAGB) Application Egrants Instructions

Once all application components are “Marked as Complete”, please review the application by clicking the “View Application” button. You are able to print a copy of the application for your records. Once the application is ready for submission, click the “Submit Application” button. By clicking the “Agree” button, in lieu of a signature at the time of application, represents the legal binding acceptance of the terms of the application and statement of the validity of the representations made in the application.

Once the application has been submitted, Work Manager generates alerts to the Program and Fiscal contacts at ICJI assigned to the funding announcement.

If your application has been successfully submitted, you will receive a notice in Egrants: “Thank you for submitting your response to the Fund Announcement: JABG).” ICJI has received your submission and will begin processing. You can check the status of your submission at anytime by returning to [www.in.gov/cji](http://www.in.gov/cji) and opening your project through the “Project Management” search screen.

**Application must be submitted through Egrants no later than 11:59 p.m. on Friday, January 25, 2013. Once an application is submitted, you will not be able to edit any portions of the application.**